

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Utility Company Name]
[Utility Company Address]
[City, State, Zip Code]

Subject: Clarification Required for Utility Bill Dispute - Account #[Your Account Number]

Dear [Utility Company Customer Service Department],

I am writing to formally dispute the charges on my recent utility bill dated [Bill Date], for account number [Your Account Number]. I noticed discrepancies that I would like to address and clarify.

The total amount due on the bill is [Total Amount], which differs significantly from my previous months' bills. Specifically, I would like to dispute the following charge(s):

- [Disputed Charge 1: Description and Amount]
- [Disputed Charge 2: Description and Amount]

I kindly request a detailed explanation of these charges and a review of my account to ensure accurate billing. Please find attached copies of my previous bills for your reference.

Thank you for your attention to this matter. I look forward to your prompt response and resolution.

Sincerely,

[Your Name]