

# Utility Service Adjustment Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Utility Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Utility Company Customer Service],

I am writing to formally request an adjustment to my utility service account, [Your Account Number], due to [briefly explain reason for adjustment, e.g., a billing error, service issues, etc.].

I have attached relevant documents that support my request, including [list any documents such as bills, readings, or photos]. I kindly ask that you review this information and consider my request for an adjustment.

Please let me know if additional information is required. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Name]