

Utility Service Complaint Resolution Request

Your Name: [Your Name]

Your Address: [Your Address]

Email: [Your Email]

Phone Number: [Your Phone Number]

Date: [Date]

Utility Company Name: [Utility Company Name]

Customer Service Department

Utility Company Address: [Utility Company Address]

Dear Customer Service Team,

I am writing to formally request a resolution to the issues I have been experiencing with my utility service. My account number is [Account Number], and I have been a customer since [Start Date].

Details of the complaint:

[Describe the issue in detail, including dates, times, and any prior communication you have had regarding the matter.]

I kindly request that you look into this matter and provide a resolution at your earliest convenience. I appreciate your attention to this urgent issue and look forward to your prompt response.

Thank you for your time and assistance.

Sincerely,

[Your Name]