

Utility Bill Clarification Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Customer Service],

I hope this message finds you well. I am writing to inquire about a discrepancy I have noticed on my recent utility bill dated [Insert Bill Date]. My account number is [Insert Account Number].

Upon reviewing the bill, I observed [briefly describe the issue, e.g., "a significant increase in my usage compared to previous months" or "charges that I do not recognize"]. I would appreciate it if you could provide clarification regarding this matter.

If possible, I would also like to request a detailed breakdown of the charges for the billing period in question.

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

Sincerely,

[Your Name]