

Utility Bill Dispute Resolution

Date: [Insert Date]

To: [Utility Company Name]

Address: [Utility Company Address]

City, State, ZIP: [City, State, ZIP]

Subject: Dispute of Utility Bill for Account Number [Insert Account Number]

Dear [Utility Company Customer Service],

I am writing to formally dispute the utility bill dated [Insert Bill Date], associated with my account number [Insert Account Number]. The total amount due is [Insert Amount], which I believe is inaccurate due to [reason for dispute, e.g., overestimation, erroneous charges, etc.].

I have enclosed copies of relevant documents to support my claim, including previous bills, a copy of my meter reading, and any related correspondence. I request that you review this information and make the necessary adjustments to my bill.

Furthermore, I would appreciate your prompt attention to this matter, as I do not wish to incur late fees or service interruptions while this dispute is being resolved.

Thank you for your understanding and cooperation. I look forward to your swift response.

Sincerely,

[Your Name]

[Your Address]

[Your City, State, ZIP]

[Your Phone Number]

[Your Email Address]