

Utility Billing Issue Follow-Up

Dear [Utility Company Name] Customer Service,

I hope this message finds you well. I am writing to follow up on a billing issue I reported on [date of initial report]. My account number is [account number].

As mentioned in my previous communication, I noticed discrepancies in my billing statement for the period of [billing period]. Specifically, [briefly describe the issue].

I would appreciate any updates regarding the status of my concern and any actions being taken to resolve the issue. Please let me know if you need any further information from my side.

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

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]