

Utility Charges Correction Request

Your Name: [Your Name]

Your Address: [Your Address]

Your City, State, Zip: [Your City, State, Zip]

Email: [Your Email]

Phone: [Your Phone]

Date: [Current Date]

Utility Company Name

Utility Company Address

City, State, Zip

Subject: Request for Correction of Utility Charges

Dear [Utility Company Name],

I am writing to formally request a correction of charges on my recent utility bill dated [Bill Date]. My account number is [Your Account Number]. Upon reviewing my bill, I noticed some discrepancies that do not reflect my actual usage.

The specific charges that I believe require correction are as follows:

- [Describe the specific charge and nature of the error]
- [Provide any additional details or evidence, if applicable]

I kindly ask that you investigate my account and make the necessary adjustments. I have attached a copy of the relevant bill and any supporting documents for your reference.

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

Sincerely,

[Your Name]