

Billing Accuracy Request

Sender Name: [Your Name]

Sender Address: [Your Address]

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

Email: [Your Email]

Phone: [Your Phone Number]

Date: [Date]

Utility Company Name
Utility Company Address
City, State, Zip

Dear [Utility Company Customer Service],

I am writing to formally request a review of my recent utility bill. My account number is [Account Number], and the billing period in question is from [Start Date] to [End Date].

After reviewing my bill, I believe there may be discrepancies regarding [specific charges or issues]. I would like to request a detailed explanation of these charges and any relevant documentation that supports the amount billed.

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

Sincerely,
[Your Name]