

Water Usage Inquiry

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Water Utility Company Name
Utility Company Address
City, State, Zip Code

Dear [Utility Company Name],

I am writing to inquire about my water usage for the past few months. My account number is [Your Account Number]. I have noticed some discrepancies in my billing statements and would like to better understand my water consumption trends.

Could you please provide me with a detailed breakdown of my water usage for the previous six months? Additionally, if there are any tips or services that your company offers to help reduce water usage, I would appreciate that information as well.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,
[Your Name]