

Utility Tariff Clarification Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Business Name]

[Your Business Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Utility Company Name]

[Utility Company Address]

[City, State, ZIP Code]

Dear [Utility Company Contact Name],

I hope this message finds you well. I am writing on behalf of [Your Business Name], a small business located at [Your Business Address]. We are currently reviewing our utility billing statements and would like clarification regarding the tariff rates applied to our account.

Specifically, we would appreciate further information on the following:

- The basis for the current tariff classification
- Any recent changes to the tariff structure
- Potential opportunities for small businesses to lower their utility costs

Understanding these aspects will greatly assist us in budgeting and managing our operational expenses effectively. We value our partnership with [Utility Company Name] and are keen to ensure we are on the most suitable tariff for our needs.

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

Sincerely,

[Your Name]

[Your Position]

[Your Business Name]