

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Customer Service Department

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I hope this letter finds you well. I am writing to inquire about my recent utility service statement for the account number [Your Account Number]. Upon reviewing the statement, I noticed some discrepancies that I would like to clarify.

Specifically, I am concerned about [describe the issue briefly, e.g., unexpected charges, unusually high usage, etc.]. I would appreciate it if you could provide me with a detailed explanation of these charges and any relevant information pertaining to my usage during this billing cycle.

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

Sincerely,

[Your Name]