

# Utility Service Review Documentation

**Date:** [Insert Date]

**To:** [Utility Company Name]

**Address:** [Utility Company Address]

**From:** [Your Name]

**Address:** [Your Address]

**Account Number:** [Your Account Number]

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## Subject: Utility Service Review Request

Dear [Utility Company Name],

I am writing to formally request a review of my utility service for the account mentioned above. I have experienced some issues including [list issues: e.g., inconsistent billing, service interruptions, etc.], and I would like to bring these matters to your attention for resolution.

Details of my service concerns are as follows:

- [Detail 1]
- [Detail 2]
- [Detail 3]

I appreciate your prompt attention to this matter and look forward to your response. Please feel free to contact me at [Your Phone Number] or via email at [Your Email Address] should you need any further information.

Thank you for your assistance.

Sincerely,

[Your Name]