

Utility Bill Clarification Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Utility Company's Name]

[Utility Company's Address]

[City, State, Zip Code]

Dear Customer Service Team,

I hope this message finds you well. I am writing to request clarification regarding my recent utility bill for the period of [insert billing period]. The account number associated with this bill is [insert account number].

Upon reviewing the bill, I noticed some discrepancies that I would like to understand better, specifically:

- [Describe the first discrepancy or question]
- [Describe the second discrepancy or question]

For your reference, I have attached a copy of the bill with highlighted sections indicating my concerns. I would appreciate it if you could provide me with detailed information regarding these issues at your earliest convenience.

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

Sincerely,

[Your Name]