

Utility Service Adjustment Inquiry Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Utility Company Name]

[Utility Company Address]

[City, State, ZIP Code]

Dear [Utility Company Customer Service/Specific Person's Name],

I am writing to formally request an adjustment to my utility account [Account Number] due to [briefly explain the reason for inquiry, e.g., irregular billing, service issues, etc.]. I have attached relevant documents for your review.

My service address is [Service Address]. I would appreciate if you could review my account and inform me of any potential adjustments or necessary steps to resolve this matter.

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

Sincerely,

[Your Name]