

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Customer Service/Specific Contact Name],

I hope this message finds you well. I am writing to request a detailed explanation of the pricing structure for my utility services. My account number is [Your Account Number].

Recently, I noticed some discrepancies in my billing statements, and I would appreciate it if you could provide me with a breakdown of the charges, including any applicable fees and taxes. Understanding the specifics of the pricing will help me better manage my account and usage.

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

Sincerely,

[Your Name]