

# Utility Bill Clarification Request

Date: [Insert Date]

To: [Utility Company Name]

Address: [Utility Company Address]

Customer Name: [Your Name]

Account Number: [Your Account Number]

Address: [Your Address]

Dear [Utility Company Customer Service Team],

I hope this message finds you well. I am writing to request clarification regarding my recent utility bill dated [Insert Bill Date]. I have noticed some discrepancies that I would like to understand better.

Specifically, I would like clarification on the following items:

- [Detail of Discrepancy 1]
- [Detail of Discrepancy 2]
- [Detail of Discrepancy 3]

It would be greatly appreciated if you could provide a detailed explanation regarding these charges at your earliest convenience. If further information is needed from my side, please do not hesitate to reach out.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Contact Information]