

Letter of Dispute: Utility Charges Clarification

Date: [Insert Date]

To,

Customer Service Department
[Utility Company Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

Subject: Clarification Request for Disputed Utility Charges

Dear Customer Service Team,

I am writing to formally dispute the utility charges on my recent bill dated [Insert Bill Date], account number [Insert Account Number]. The total amount charged is [Insert Amount], which appears to be inconsistent with my previous statements.

Specifically, I have noticed the following discrepancies:

- [Describe the first discrepancy]
- [Describe the second discrepancy]
- [Describe any additional discrepancies]

I kindly request a detailed explanation and breakdown of these charges, as well as any supporting documentation that may clarify this matter.

Please respond to this letter by [Insert Response Date] to resolve this issue promptly. I appreciate your attention to this matter and look forward to your timely response.

Thank you.

Sincerely,

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]