

# Utility Billing Dispute Notification

To: [Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Date: [Insert Date]

Dear [Utility Company Contact Name],

I am writing to formally dispute an erroneous charge on my recent utility bill dated [Insert Bill Date], account number [Insert Account Number].

Upon reviewing my bill, I noticed that the following charges appear to be incorrect:

- [Description of Charge 1] - [Amount]
- [Description of Charge 2] - [Amount]

According to my records, I believe that the correct amount should be [Insert Correct Amount]. I have attached supporting documents for your review.

I respectfully request that you investigate this matter and provide an explanation for the discrepancies. Please contact me at [Your Phone Number] or [Your Email Address] should you need further information.

Thank you for addressing this issue promptly.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]