

Utility Account Dispute Explanation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Customer Service Department

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to formally dispute my utility account charges for account number [Insert Account Number]. I have recently reviewed my bill for the period of [Insert Billing Period] and noticed discrepancies that I believe need to be addressed.

Specifically, I have observed the following issues:

- [Briefly describe the first issue or discrepancy]
- [Briefly describe the second issue or discrepancy]
- [Include any additional discrepancies]

I kindly request a thorough review of my account and an explanation for these charges. Attached to this letter, you will find copies of my previous bills and any other relevant documentation supporting my claim.

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

Sincerely,

[Your Name]