

Utility Bill Discrepancy Resolution

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 address a discrepancy I have noticed in my recent utility bill for the period of [Insert Billing Period]. My account number is [Insert Account Number]. Upon reviewing the bill, I observed the following issue:

- [Describe the discrepancy, e.g., higher charges, incorrect meter reading, etc.]

According to my records, the expected amount should have been [Insert Expected Amount], rather than the billed amount of [Insert Billed Amount]. I kindly request a review of my account and an explanation for the discrepancy.

Enclosed are copies of my previous bills and any additional documentation that may assist in resolving this issue.

I appreciate your attention to this matter and look forward to your prompt response. Please contact me at [Your Phone Number] or [Your Email Address] if you need any further information.

Thank you for your assistance.

Sincerely,

[Your Name]