

Utility Billing Issue Correction Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to formally request a correction to my recent utility bill dated [Insert Bill Date], account number [Insert Account Number]. Upon reviewing the bill, I noticed that there appears to be an error that I would like to address.

The issue pertains to [describe the specific issue, e.g., "an unusually high charge that does not reflect my typical usage" or "a billing period discrepancy"]. I believe that this may have occurred due to [briefly explain the reason, if known].

I have attached copies of my previous bills and any relevant documentation to support my claim. I would appreciate it if you could review this matter at your earliest convenience and provide me with an update regarding the status of my request.

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

Sincerely,

[Your Name]