

Utility Charge Dispute Appeal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Subject: Appeal of Utility Charge Dispute

Dear [Utility Company Representative's Name],

I am writing to formally appeal a recent utility charge that I believe is inaccurate. My account number is [Your Account Number]. Upon reviewing my bill for the period of [Bill Period], I noticed a significant increase in charges that does not align with my typical usage patterns.

Specifically, my bill for this period is [Amount], compared to my average bill of [Average Amount]. I have not made any significant changes to my consumption habits, and I find this discrepancy concerning.

To resolve this issue, I kindly request a detailed breakdown of my utility charges and any supporting documentation regarding the increase. Additionally, I would appreciate any advice on the next steps I should take to correct this matter.

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

Sincerely,

[Your Name]