

Utility Charges Adjustment Inquiry

Your Name

Your Address

City, State, Zip Code

Email Address

Date: [Insert Date]

Utility Company Name

Utility Company Address

City, State, Zip Code

Dear [Utility Company Customer Service],

I hope this message finds you well. I am writing to inquire about the recent utility charges on my account (Account Number: [Your Account Number]). Upon reviewing my latest bill, I noticed some discrepancies that I would like to clarify.

Specifically, I would like to understand the reasons for the increase in my charges compared to previous months. Could you please provide a detailed breakdown of the current billing cycle and any adjustments made?

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

Sincerely,

[Your Name]

[Your Phone Number]