

Utility Service Billing Error Notification

Date: [Insert Date]

Customer Name: [Insert Customer Name]

Address: [Insert Customer Address]

Account Number: [Insert Account Number]

Dear [Utility Company Name],

I am writing to formally address a billing error I have noticed on my recent utility bill dated [Insert Bill Date]. According to my records, the amount billed appears to be incorrect due to [brief explanation of the error, e.g., overbilling, incorrect meter reading].

The details of the discrepancy are as follows:

- Bill Amount: [Insert Incorrect Amount]
- Expected Amount: [Insert Expected Amount]
- Service Period: [Insert Service Period]
- Meter Reading (if applicable): [Insert Meter Reading]

To rectify this issue, I kindly request a review of my account and an updated bill reflecting the correct charges. I have attached copies of relevant documents to support my claim, including previous bills and any correspondence regarding this matter.

Thank you for your attention to this issue. I look forward to your prompt response to resolve this matter as soon as possible.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]