

# Appeal for Detailed Breakdown of Utility Charges

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]

Dear [Utility Company Representative's Name],

I am writing to formally request a detailed breakdown of the utility charges reflected in my recent bill (Account Number: [Your Account Number]). Upon reviewing the statement dated [Insert Bill Date], I noticed some discrepancies and would like clarification on specific charges.

Specifically, I would appreciate a detailed breakdown of the following:

1. [Charge 1]
2. [Charge 2]
3. [Charge 3]

Understanding these charges is crucial for my financial planning, and I believe a detailed explanation will help clarify any misunderstandings. I kindly request that you provide the information by [Insert Desired Response Date].

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

Sincerely,

[Your Name]