

Subject: Concern Regarding Inaccurate Meter Readings

Dear [Utility Company Name],

I hope this message finds you well. I am writing to express my concern regarding the recent utility bill I received for my account, [Your Account Number]. It appears that there have been several inaccuracies in the meter readings that have significantly affected my bill.

Upon reviewing my recent bills, I noticed discrepancies that do not align with my actual usage. Specifically, the meter reading recorded on [Date of Reading] indicates [Inaccurate Reading], which is substantially higher than my typical usage pattern.

Given these discrepancies, I kindly request a thorough review of my meter readings and billing history. I would appreciate any clarification or adjustments that could be made, as I wish to ensure my account reflects accurate usage.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email]