

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date: [Insert Date]

Utility Company Name
Company Address
City, State, Zip Code

Dear Customer Service Team,

I am writing to follow up on my previous inquiry regarding my utility billing issue, which I initially reported on [Insert Date of Original Inquiry]. Despite my efforts to resolve this matter, I have yet to receive a response or clarification about the discrepancies in my bill.

For your reference, my account number is [Insert Account Number]. The issues I have identified include [briefly describe the issues]. I would appreciate any updates on the status of my inquiry and guidance on how to resolve these matters promptly.

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

Sincerely,
[Your Name]