

Inquiry Regarding Unexpected Charges on Utility Bill

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Customer Service

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear Customer Service,

I hope this message finds you well. I am writing to inquire about some unexpected charges on my recent utility bill (Account Number: [Your Account Number]) dated [Bill Date]. Upon reviewing the statement, I noticed charges totaling [Amount] that I do not understand.

Could you please provide clarification on these specific charges? If there was any mistake or billing error, I would appreciate it if you could rectify the situation at your earliest convenience.

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

Sincerely,

[Your Name]