

# Notice of Billing Error

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 Customer Service],

I am writing to bring to your attention a billing error on my latest utility statement (Account Number: [Your Account Number]). Upon reviewing my statement dated [Insert date of statement], I noticed the following discrepancy:

[Describe the specific error, such as incorrect usage, erroneous charges, or any other relevant details.]

I kindly request that you investigate this matter and provide clarification on the charges. If an error is confirmed, please issue a corrected statement at your earliest convenience.

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

Sincerely,

[Your Name]