

Request for Adjustment on Utility Account Billing

Your Name
Your Address
City, State, ZIP Code
Email Address
Phone Number
Date

Utility Company Name
Utility Company Address
City, State, ZIP Code

Dear [Utility Company Representative],

I hope this message finds you well. I am writing to formally request an adjustment to the billing of my utility account, account number [Your Account Number].

Upon reviewing my recent bill dated [Bill Date], I noticed discrepancies that I believe warrant your attention. Specifically, [briefly explain the reason for the adjustment request, e.g., overcharged amount, incorrect meter reading, etc.].

I have attached relevant documentation to support my request, including [list any supporting documents, such as previous bills, photographs, or correspondence]. I kindly ask that you review this information and consider making the appropriate adjustment to my utility account.

I appreciate your prompt attention to this matter and look forward to your response. Should you require any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,
[Your Name]