

# Request for Clarification on Utility Billing Discrepancies

Date: [Insert Date]

Utility Company Name

Address Line 1

Address Line 2

City, State, ZIP Code

Dear Customer Service Manager,

I hope this message finds you well. I am writing to request clarification regarding some discrepancies I have noticed in my recent utility bills. My account number is [Insert Account Number], and I have included details of the discrepancies below:

- Billing Period: [Insert Period] - [Describe the discrepancy]
- Billing Period: [Insert Period] - [Describe the discrepancy]
- Billing Period: [Insert Period] - [Describe the discrepancy]

It would be greatly appreciated if you could provide an explanation or correction for these issues at your earliest convenience. Should you need further information from my end, please do not hesitate to reach out.

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 Address]