

Concern Regarding Utility Account Balance Inconsistency

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/Specific Person's Name],

I am writing to express my concern regarding an inconsistency in my utility account balance, associated with account number [Your Account Number]. I have recently noticed discrepancies in the balance that do not align with my usage and previous statements.

On [Date of Last Bill], my statement indicated a balance of [Stated Balance]. However, on [Date of New Statement or Activity], my account now reflects a balance of [New Balance]. I believe there may be an error or misunderstanding that needs to be addressed.

I kindly request a review of my account to clarify these discrepancies and provide an explanation. Should you require any additional information, please do not hesitate to reach me at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Name]