

Inquiry About Utility Account Charges

Date: [Insert Date]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Customer Service Manager's Name],

I hope this message finds you well. I am writing to inquire about the recent charges on my utility account (Account Number: [Your Account Number]). Upon reviewing my latest billing statement, I noticed some discrepancies that I would like to clarify.

Specifically, I would like to understand the following:

- Details about the increase in usage charges compared to previous months.
- Any additional fees that may have been applied.
- Clarification on any adjustments that were made to the account.

Could you please provide me with a detailed breakdown of these charges? Additionally, I would appreciate any information regarding how I can avoid similar issues in the future.

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]