

Utility Bill Balance Clarification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

To: [Utility Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Clarification Request for Utility Bill Balance

Dear [Utility Company Customer Service],

I hope this message finds you well. I am writing to request clarification regarding the balance on my utility bill for account number [Insert Account Number].

Upon reviewing my recent bill dated [Insert Bill Date], I noticed a discrepancy that I would like to understand further. The current balance listed is [Insert Balance], which seems higher than my previous bills.

Could you please provide me with a detailed breakdown of the charges and any adjustments made? I want to ensure that all amounts are accurate and reflect my actual usage.

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

Sincerely,

[Your Name]