

# Utility Account Dispute Resolution

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 Department],

I am writing to formally dispute charges on my utility account, account number [Your Account Number]. I have reviewed my statement, and I believe there has been an error regarding [specific charge/issue].

Details of the dispute:

- Date of Issue: [Insert Date]
- Description of Charge: [Insert Description]
- Reason for Dispute: [Insert Reason]
- Supporting Documentation Included: [List Attached Documents]

I would appreciate your prompt attention to this matter and hope to resolve this discrepancy at your earliest convenience. Please contact me at [Your Phone Number] or [Your Email Address] to discuss this issue further.

Thank you for your assistance.

Sincerely,

[Your Name]