

# Utility Billing Adjustment Request

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 Representative],

I am writing to formally request an adjustment to my utility bill for the account number [Insert Account Number]. I have noticed discrepancies in my billing for the month of [Insert Billing Month/Year], where the amount charged appears to be inconsistent with my usual usage.

Please find attached any supporting documents, including previous bills and meter readings, that highlight the issue.

I kindly ask that you review my account and consider this request for adjustment at your earliest convenience. Thank you for your attention to this matter.

Sincerely,

[Your Name]