

Utility Rate Review Request

Date: [Insert Date]

To: [Utility Company Name]

Attention: Customer Service Department

Dear [Utility Company Name],

I am writing to formally request a review of my utility rates. My account number is [Insert Account Number], and my service address is [Insert Service Address]. I have been a customer since [Insert Start Date].

After reviewing my recent bills, I have noticed [briefly explain any discrepancies, unusually high charges, or concerns]. I believe that a review of my account is warranted, and I kindly ask that you provide clarity on these charges.

I appreciate your attention to this matter and look forward to your prompt response. Please feel free to contact me at [Insert Your Phone Number] or [Insert Your Email Address] for any further information needed.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Address]

[Your City, State, Zip Code]