

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Utility Company Name

Customer Service Department

[Utility Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I hope this message finds you well. I am writing to request clarification regarding my utility bill for the month of [Month/Year]. Upon reviewing the bill, I noticed that the amount charged appears to be higher than my usual charges.

Specifically, I would like to understand the following:

- [Detail 1, e.g., "Increased usage during the billing period"]
- [Detail 2, e.g., "Additional fees or charges noted"]

I would appreciate it if you could provide a detailed explanation or breakdown of the charges for my account number [Your Account Number]. If there are any supporting documents or adjustments that can be made, please let me know.

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

Sincerely,

[Your Name]