

Utility Billing Clarification Inquiry

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],

I am writing to request clarification regarding my recent utility bill for the account number [Your Account Number]. Upon reviewing the statement dated [Bill Date], I noticed some discrepancies that I would like to address.

Specifically, I am concerned about the following charges:

- [Describe Discrepancy 1]
- [Describe Discrepancy 2]
- [Describe Discrepancy 3]

I would appreciate it if you could provide a detailed explanation of these charges at your earliest convenience. Additionally, if any adjustments are necessary, please let me know how to proceed.

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

Sincerely,

[Your Name]