

# Utility Billing Details Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Utility Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Utility Company Representative's Name],

I am writing to request detailed billing information for my account with [Utility Company Name]. My account number is [Your Account Number]. I would like to understand my utility usage and any discrepancies that may have occurred in my billing statements.

Specifically, I am requesting the following information:

- Billing statements for the past [insert number] months.
- Details of any adjustments made to my account.
- Information on usage trends and comparison with previous periods.

Please send the requested information to my email address or mailing address provided above. If you need any further information to process this request, feel free to contact me at the phone number listed.

Thank you for your assistance.

Sincerely,

[Your Name]