

Utility Charge Analysis Request

Date:

To: [Utility Company Name]

Address: [Utility Company Address]

City, State, Zip: [City, State, Zip]

Dear [Utility Company Contact Name],

I am writing to formally request an analysis of my utility charges for the account under my name:

Account Number: [Your Account Number]

Service Address: [Your Service Address]

Over the past few billing cycles, I have noticed substantial fluctuations in my utility charges that do not seem commensurate with my usage. I would appreciate your assistance in reviewing these charges to ensure their accuracy and to help me understand the factors influencing my billing.

Please provide a detailed breakdown of my utility charges, including any applicable rates, fees, and adjustments made during this period.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip]

[Your Phone Number]

[Your Email Address]