

Utility Service Billing Inquiry Follow-Up

Date: [Insert Date]

To:

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear Customer Service Representative,

I hope this message finds you well. I am writing to follow up on my previous inquiry regarding the billing for my utility service account (Account Number: [Insert Account Number]). My initial inquiry was submitted on [Insert Date of Initial Inquiry], and I have not yet received a response.

As mentioned in my previous communication, I have concerns about [briefly state your concern, e.g., discrepancies in the billing statement, charges that appear unusual, etc.]. I would appreciate any updates you may have regarding this matter and when I can expect a resolution.

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

Sincerely,

[Your Full Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]