

# Letter of Appeal for Contested Utility Charges

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 Contact Name],

I am writing to formally contest the utility charges reflected on my recent bill, dated [Insert Bill Date], for the account number [Insert Account Number]. I believe these charges are incorrect and would like to appeal for a review of my account.

Upon reviewing my bill, I noticed discrepancies that I would like to bring to your attention:

- [Describe the first discrepancy and provide any relevant details]
- [Describe the second discrepancy and provide any relevant details]
- [Continue with any additional discrepancies as necessary]

I kindly request a thorough investigation into these charges and a detailed explanation of how they were assessed. I would appreciate any supporting documentation that outlines the billing calculations.

Thank you for your prompt attention to this matter. I look forward to your response and a resolution to my concerns. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you need further information.

Sincerely,

[Your Name]