

Utility Bill Explanation

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Utility Company Name]

[Utility Company Address]

[City, State, ZIP Code]

Subject: Explanation Regarding Erroneous Utility Bill

Dear [Utility Company Name],

I am writing to bring to your attention an issue with my recent utility bill dated [Bill Date] for account number [Account Number]. Upon reviewing the bill, I noticed some discrepancies that I believe require clarification.

The bill shows an amount of [Incorrect Amount], which does not align with my previous usages recorded on [Previous Bill Dates]. I suspect this may be due to [Explain Reason, e.g., "a misreading of the meter" or "an incorrect rate applied"].

I kindly request a detailed breakdown of the charges applied during the billing period. Additionally, I would appreciate any documentation or evidence that supports the current billing amount.

Thank you for your attention to this matter. I look forward to your prompt response and clarification regarding this issue.

Sincerely,

[Your Name]