

# Utility Bill Correction Request

Date: [Insert Date]

To: [Utility Company Name]

Address: [Utility Company Address]

Account Number: [Your Account Number]

Subject: Request for Utility Bill Correction

Dear [Utility Company Customer Service/Specific Person's Name],

I am writing to formally request a correction to my recent utility bill dated [Insert Bill Date], with account number [Your Account Number].

Upon reviewing the bill, I noticed that [briefly explain the error, e.g., incorrect billing amount, charges for a disconnected service, etc.]. I believe this discrepancy is due to [provide any relevant information, if applicable].

To support my request, I have attached [mention any attached documents, such as previous bills or proof of payment]. I kindly ask that you review this matter and make the necessary corrections at your earliest convenience.

Thank you for your attention to this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any further information.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]