

Utility Billing Dispute Resolution

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Customer Service Department

[Utility Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Manager,

I am writing to formally dispute the utility bill for my account ([Account Number]) dated [Billing Date], which I believe contains inaccuracies. Upon reviewing the bill, I noticed the following discrepancies:

- Incorrect usage charges based on my actual consumption.
- Application of fees that were not disclosed previously.

I request a detailed breakdown of the charges along with any supporting documentation that can clarify these discrepancies. I believe this will assist in resolving the issue promptly.

Please respond to this letter within [X Days] to avoid further complications. I appreciate your attention to this matter and look forward to your prompt response.

Sincerely,

[Your Name]