

# Utility Billing Error Clarification

Date: [Insert Date]

To:

[Utility Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service Department/Specific Contact],

I am writing to bring to your attention a discrepancy in my utility bill for the month of [Insert Month/Year]. My account number is [Insert Account Number]. Upon reviewing my bill, I noticed the following error:

[Describe the specific error, including details such as billing amounts, dates, services, etc.]

I kindly request that you investigate this matter and provide clarification regarding the charges listed. If necessary, I can provide additional documentation or details to assist in resolving this issue.

Thank you for your prompt attention to this matter. I look forward to your response and a resolution to this billing error.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]