

Utility Billing Inquiry Response

Date: [Insert Date]

Customer Name: [Insert Customer Name]

Account Number: [Insert Account Number]

Address: [Insert Customer Address]

Dear [Customer Name],

Thank you for reaching out to us regarding your recent utility bill inquiry. We appreciate your patience as we investigate your concerns.

After reviewing your account, we found that the charges for the billing period of [Insert Billing Period] reflect the following:

- Current Usage: [Insert Usage] kWh
- Rate Applied: [Insert Rate] per kWh
- Total Amount Due: [Insert Amount]

If you have any additional questions or require further assistance, please do not hesitate to contact our customer service team at [Insert Phone Number] or [Insert Email Address]. We are here to help you.

Thank you for being a valued customer.

Sincerely,

[Your Name]

[Your Title]

[Utility Company Name]

[Utility Company Contact Information]