

Utility Billing Issue Acknowledgment

Date: [Insert Date]

Customer Name: [Insert Customer Name]

Customer Address: [Insert Customer Address]

Account Number: [Insert Account Number]

Dear [Customer Name],

Thank you for reaching out to us regarding your utility billing issue. We acknowledge receipt of your concern and want to assure you that we are looking into the matter.

Our team is currently reviewing your billing statement and any discrepancies noted. We aim to resolve this issue as quickly as possible and will communicate with you within [insert timeframe] with an update.

If you have any further questions or additional information to provide, please feel free to contact our customer service department at [insert contact information].

Thank you for your patience and understanding.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]

[Your Company Email]