

Utility Service Billing Complaint

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Utility Company Name]
[Company Address]
[City, State, Zip Code]

Dear Customer Service,

I am writing to formally complain about a discrepancy in my recent utility bill. My account number is [Your Account Number], and the billing period in question is from [Start Date] to [End Date].

Upon reviewing my bill, I noticed that the charges listed do not align with my actual usage. [Briefly explain the discrepancy, e.g., "For instance, my usage was recorded as XX kWh when it typically ranges from YY kWh to ZZ kWh"]. This anomaly has led to an unexpectedly high charge of [Amount].

I kindly request a thorough investigation of my account and the billing process for the period mentioned above. Additionally, I would appreciate any corrections to my current bill that may be necessary.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]