

# Utility Billing Review Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

**Utility Company Name**

**Utility Company Address**

**City, State, Zip Code**

Dear [Utility Company Name],

I hope this message finds you well. I am writing to formally request a review of my utility bill for the account number [Insert Account Number]. Upon reviewing my recent bill dated [Insert Bill Date], I noticed discrepancies that I would like clarification on.

Specifically, I am concerned about the following charges:

- [Describe the specific charge or issue #1]
- [Describe the specific charge or issue #2]
- [Describe the specific charge or issue #3]

I kindly ask that you review my account and billing statements to provide clarification regarding these issues. Attached are copies of my recent bills for your reference.

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

Sincerely,

[Your Name]