

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Customer Service Department

[Utility Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service,

I hope this message finds you well. I am writing to inquire about the costs associated with my utility services, specifically [specify utility: electricity, water, gas, etc.]. My account number is [your account number].

Over the past few months, I have noticed a significant increase in my utility bills, which has prompted me to seek clarification on my current rates. Given the economic conditions, I would like to explore any possible options for reducing my overall costs.

If possible, I would appreciate any information regarding available discount programs, payment plans, or any recent changes to pricing structures. I aim to ensure that I can continue to receive necessary services while managing my expenses effectively.

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

Sincerely,

[Your Name]