

# Formal Complaint Regarding Overcharging on Utility Bill

Date: [Insert date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Customer Service/Manager's Name],

I am writing to formally lodge a complaint regarding what I believe is an overcharge on my recent utility bill for the period of [insert billing period]. My account number is [insert account number].

Upon reviewing my bill, I noticed that the charges seem significantly higher than previous months without any reasonable justification. Specifically, I have been charged [insert overcharged amount], which I cannot account for based on my usage history.

I kindly request a detailed breakdown of the charges for this billing cycle, as well as any relevant documentation that may explain the increase. It is important for me to resolve this issue promptly, and I hope to receive a response from you by [insert response deadline].

Thank you for your attention to this matter. I look forward to your swift resolution of this issue.

Sincerely,

[Your Name]