

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 am writing to formally complain about a billing error in my recent utility bill dated [insert date]. Upon reviewing the statement, I have noticed discrepancies that do not correlate with my actual usage.

Specifically, the bill reflects an amount of [insert amount] which is significantly higher than my usual monthly charges. I have attached copies of my previous bills for reference and would appreciate your prompt attention to this matter.

I kindly request a thorough review of my account and an explanation of the charges in question. Please inform me of the steps that will be taken to rectify this issue.

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

Sincerely,
[Your Name]