

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Customer Service

[Water Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Manager,

I am writing to formally complain about the significant increase in my water bills over the past few months. My account number is [Account Number].

In reviewing my past statements, I've noticed an alarming rate hike without any prior notice or explanation. This sudden change has caused me financial stress and raises concerns about the accuracy of the billing process.

I kindly ask for a detailed breakdown of my recent charges. Additionally, I would appreciate any information regarding potential leaks or issues in the service line that could contribute to this increase.

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

Sincerely,

[Your Name]