

Formal Complaint Regarding Unauthorized Water Usage Charges

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company/Utility Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally lodge a complaint regarding the recent charges on my water bill for unauthorized usage. My account number is [Insert Account Number].

On [Insert Date], I received a bill indicating a significant increase in my water usage that I believe to be erroneous. After reviewing my records and water consumption patterns, I am confident that these charges are inaccurate.

To resolve this matter, I respectfully request a detailed breakdown of the charges and an investigation into the water usage recorded on my account. I am eager to resolve this dispute amicably and look forward to your prompt attention to this concern.

Thank you for your time and cooperation. I hope to hear from you soon.

Sincerely,

[Your Name]