

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Customer Service Department
[Utility Company Name]
[Utility Company Address]
City, State, Zip Code

Dear Customer Service Manager,

I am writing to formally complain about the excessive billing I received following the recent power outage issues that affected my area from [start date] to [end date]. Despite the interruptions in service, my latest bill reflects an amount significantly higher than my usual monthly usage.

The details of my account are as follows:

- Account Number: [Your Account Number]
- Billing Period: [Billing Period]
- Previous Billing Amount: [Previous Amount]
- Current Billing Amount: [Current Amount]

Given the circumstances, I believe this overage is unjustified and I urge you to review my account and rectify the billing discrepancies. I expect a prompt response regarding this matter, along with the steps you will take to address my concerns.

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

Sincerely,
[Your Name]