

Formal Complaint Against [Utility Company Name]

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

[Utility Company Name]
[Company Address]
[City, State, Zip Code]

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

I am writing to formally lodge a complaint against [Utility Company Name] regarding the misrepresentation of services provided to me as a customer. My account number is [Your Account Number].

On [Date of Incident], I was informed by your representative that [specific details of the misrepresentation]. This information led me to [explain the consequences of the misrepresentation].

Despite multiple attempts to resolve this issue, including [list any previous communication attempts], I have not received a satisfactory resolution. As a result, I feel compelled to escalate this matter and seek your immediate attention.

I request that you investigate this situation and provide me with a resolution as soon as possible. I believe that I am entitled to [state your desired outcome].

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

Sincerely,

[Your Name]