

Formal Complaint Concerning Overbilling

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

[Date]

[Utility Provider's Name]
[Utility Provider's Address]
[City, State, ZIP Code]

Dear [Customer Service Manager's Name],

I am writing to formally lodge a complaint regarding a significant overbilling issue on my recent utility bill dated [date of the bill]. My account number is [Account Number].

Upon reviewing my latest bill, I noticed that the charged amount of \$[amount] is notably higher than my average monthly charges, which are typically around \$[average amount]. I believe that this discrepancy may be due to an error in meter reading or billing.

I kindly request that you investigate this matter promptly and provide a detailed explanation regarding the charges. Furthermore, I would appreciate a correction to my bill if an error is indeed found.

Thank you for your attention to this matter. I look forward to your response within [time frame].

Sincerely,
[Your Name]