

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Customer Service Department

[Utility Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Manager,

I am writing to formally lodge a complaint regarding fraudulent practices I have experienced with [Utility Company Name], specifically concerning my account number [Account Number].

On [Date of Incident], I noticed discrepancies in my utility bill that suggest improper billing practices. My bill for that month totaled [Amount], which is significantly higher than my typical usage. I have enclosed copies of my previous bills for the past [X months], demonstrating that my usual usage had been consistent with an average amount of [Average Amount].

Furthermore, during a review of my meter readings, I discovered that the reading recorded by your company on [Date of Reading] was [Recorded Reading], whereas my own readings showed [Actual Reading], indicating a potential error or manipulation in the recording process.

I kindly request a thorough investigation into these discrepancies and a prompt resolution to this matter. I expect a written response within [Specify Time Frame] and would appreciate your attention to rectifying my billing situation as soon as possible.

Thank you for your immediate attention to this serious issue.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]