

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

## **Subject: Formal Complaint Regarding Irregularities in Utility Service Charges**

Dear [Utility Company Customer Service/Specific Recipient],

I am writing to formally lodge a complaint regarding the irregularities in the utility service charges associated with my account ([Account Number]). Over the past few months, I have noticed discrepancies that do not align with my consumption or previously established billing patterns.

Specifically, the bills for [mention specific months or periods] reflect unusually high charges that I believe are incorrect. I have attached copies of my past bills for your reference, alongside records of my usual consumption which demonstrate that these inflated charges are inaccurate.

As a loyal customer, I expect accurate and transparent billing practices. I kindly request that you investigate these charges at your earliest convenience and provide clarification on this matter. Furthermore, I would appreciate either a correction to my account or a detailed explanation as to why these charges were applied.

Thank you for your prompt attention to this issue. I look forward to your prompt response so that this matter may be resolved amicably.

Sincerely,

[Your Name]