

Formal Complaint Regarding Utility Billing Discrepancies

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

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

Dear [Utility Company Name] Customer Service,

I am writing to formally raise a complaint regarding the discrepancies I have noted on my recent utility bills for account number [Your Account Number]. I have been a customer since [Year] and have always maintained my account in good standing.

Upon reviewing my bill for the month of [Month/Year], I observed that my usage was charged incorrectly, resulting in a higher bill than expected. According to my records, I have consistently used [Amount of Usage] per month. However, my recent bill indicates an excess usage of [Discrepancy Amount].

I kindly request that you investigate this issue at your earliest convenience and provide a written explanation regarding the billing error. Additionally, I would appreciate a prompt correction to my bill for the month of [Month/Year].

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

Sincerely,
[Your Name]