

Formal Complaint Regarding Inaccurate Utility Billing

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

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

I am writing to formally express my concern regarding an inaccurate utility bill I received for the period of [insert billing period]. The account number associated with this bill is [insert account number].

Upon reviewing the bill, I noticed discrepancies in the usage charges and the total amount due. My records indicate that my usage has been consistently [insert information regarding usage history, if applicable]. However, this bill reflects a charge of [insert incorrect amount], which seems significantly higher than my average monthly billing.

I request that you review my billing details and provide clarification regarding the charges applied. Additionally, I would appreciate a correction to my account if the bill is found to be inaccurate.

Thank you for your attention to this matter. I look forward to your prompt response and resolution. Please feel free to contact me at [insert your phone number] or [insert your email address] should you require further information.

Sincerely,

[Your Name]