

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

[Utility Company Name]

[Utility Company Address]

City, State, Zip Code

Dear [Utility Company Customer Service/Specific Contact Name],

I am writing to formally complain about a disruption in utility service that has affected my household. On [specific date], we experienced an outage due to [brief description of the issue or cause, if known]. Despite my efforts to resolve this issue through your customer service channels, I have not received a satisfactory explanation or timeline for the restoration of service.

The prolonged disruption has caused [mention any consequences or inconveniences, such as financial losses, health issues, etc.]. I kindly request that you investigate this matter and provide me with the necessary updates and a resolution in a timely manner.

Please let me know how you intend to address this complaint. I hope to receive a prompt response from you by [specific deadline]. Thank you for your attention to this matter.

Sincerely,

[Your Name]