

Letter of Appeal for Utility Bill Correction

Date: [Insert Date]

[Your Name]

[Your Address] [City, State, Zip Code]

[Your Email] [Your Phone Number]

To:

[Utility Company Name] [Utility Company Address] [City, State, Zip Code]

Dear [Utility Company Representative's Name],

I hope this message finds you well. I am writing to formally appeal the recent utility bill I received for the period of [Insert Billing Period]. The bill indicates a charge of [Insert Amount], which appears to be significantly higher than my usual monthly charges.

Upon reviewing my account, I believe there has been an error in the billing process. My previous bills have averaged around [Insert Average Amount], and I have not changed my usage patterns that would justify such a steep increase. I respectfully request that you review my account and correct any discrepancies noted in the billing.

Attached to this letter are copies of my recent bills and any relevant documentation to support my claim. I would greatly appreciate your prompt attention to this matter, and I am looking forward to your response soon. Please let me know if you need any further information or documentation from my end.

Thank you for your attention to this matter.

Sincerely,

[Your Name]