

Correction Request for Inaccurate Utility Billing

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To:

[Utility Company Name]

[Company Address]

[City, State, Zip Code]

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

I am writing to formally request a correction to my utility bill due to inaccurate billing information. My account number is [Your Account Number]. I have noticed discrepancies in my recent bill, dated [Date of Bill], related to the usage charges and service fees.

Upon reviewing the billing summary, I observed the following inaccuracies:

- [Describe the error, e.g., "The usage recorded is significantly higher than my previous bills."]
- [Another error, e.g., "Incorrect service fees applied."]

I kindly request that you investigate this matter and provide a corrected bill. Attached are copies of my previous bills and my usage records for your reference.

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

Sincerely,

[Your Name]