

Follow-Up on Utility Bill Correction Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Customer Service Department

[Utility Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to follow up on my previous request submitted on [insert date of initial request] regarding a correction needed on my utility bill for the account number [insert account number]. As of today, I have not received any confirmation or updates regarding this matter.

The issue pertains to [briefly describe the issue, e.g., incorrect billing amount, unaccounted charges, etc.]. I would appreciate your prompt attention to this issue as it has caused [mention any consequences, e.g., financial inconvenience, confusion, etc.].

Please let me know if you require any further information or documentation to expedite this correction. I look forward to your timely response.

Thank you for your assistance.

Sincerely,

[Your Name]