

Utility Bill Correction Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Representative/Customer Service],

I am writing to formally request a review and rectification of errors I believe have occurred on my recent utility bill, account number [Your Account Number], dated [Bill Date].

After reviewing the bill, I noticed the following discrepancies:

- [Describe the first mistake]
- [Describe the second mistake]
- [Add any additional mistakes]

These errors have resulted in an incorrect charge, and I would appreciate it if you could investigate this matter and rectify the bill as soon as possible. I have attached copies of the relevant documents for your reference.

Thank you for your attention to this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Sincerely,

[Your Name]