

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Utility Company Name
Customer Service Department
Utility Company Address
City, State, Zip Code

Dear Customer Service Representative,

I am writing to inquire about a discrepancy I noticed in my recent utility bill (Account Number: [Your Account Number]) dated [Bill Date]. The amount charged appears to be significantly higher than my previous bills, and I suspect there may have been an error in the billing calculation.

For your reference, my previous bill for [Previous Month/Date] was [Previous Amount], which was consistent with my average usage. I would appreciate it if you could investigate this matter and provide clarification on the charges listed in my recent bill.

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

Sincerely,
[Your Name]