

Notification of Disputed Utility Charges

Date: [Insert Date]

To: [Utility Company Name]

Address: [Utility Company Address]

City, State, Zip Code: [Insert City, State, Zip]

Dear [Billing Department/Customer Service],

I am writing to formally dispute the utility charges reflected in my most recent bill dated [Insert Bill Date], account number [Insert Account Number].

Upon reviewing my bill, I noticed discrepancies that I believe warrant further investigation. The charges listed seem unusually high, particularly the line item for [Specify Particular Charge]. Based on my records, the expected amount should have been [Insert Expected Amount].

I kindly request a detailed breakdown of the charges and any relevant documentation that supports the billed amount. Additionally, I would appreciate clarification on [Insert any specific billing practices or concerns].

Please rectify this matter at your earliest convenience. Should you need any further information from my side, do not hesitate to reach out using the contact details provided below.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]