

Request for Utility Bill Adjustment

To: [Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Date: [Insert Date]

Dear [Utility Company Representative's Name],

I am writing to formally request an adjustment to my utility bill for the account number [Your Account Number]. Upon reviewing my recent bill dated [Bill Date], I have noticed discrepancies in the recorded usage that do not accurately reflect my consumption.

According to my records, the average monthly usage for my household has been significantly lower than what has been billed. This increase appears to be due to [briefly explain the reason, e.g., "a meter reading error" or "equipment malfunction"]. To support my request, I have attached copies of previous bills and relevant documentation for your review.

I would appreciate your prompt attention to this matter, and I kindly request an investigation into the circumstances surrounding this billing error. I look forward to your response regarding the correction of my account and any potential adjustments that may be necessary.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]