

Utility Bill Review and Correction Request

Date: [Insert Date]

To:

[Utility Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Utility Company Customer Service],

I am writing to formally request a review and correction of my recent utility bill dated [Insert Bill Date]. My account number is [Insert Account Number].

Upon reviewing my bill, I noticed [specific issue, e.g., an unusual increase in charges, incorrect meter readings, etc.]. I believe that this may be an error, and I kindly ask for a detailed review of my account and the charges presented.

Attached to this letter are copies of my previous bills for your reference and any supporting documents necessary for your review.

I appreciate your prompt attention to this matter and look forward to your swift resolution. Please feel free to reach me at [Your Phone Number] or [Your Email Address] if you need any further information.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Address]

[City, State, ZIP Code]