

Utility Service Complaint Letter

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Utility Company Name

Company Address

City, State, Zip Code

Dear Customer Service Team,

I am writing to formally express my concerns regarding discrepancies in my recent utility bill (Account Number: [Your Account Number]).

Upon reviewing the statement dated [Date of Bill], I noticed several charges that do not align with my previous billing history. Specifically, the amount for [specific charge or service] appears to be inconsistent, leading to an overbilling of [amount].

I kindly request a thorough review of my account and a detailed explanation for these discrepancies. I have attached copies of my previous bills for your reference.

Thank you for your prompt attention to this matter. I look forward to your response and a resolution to this issue.

Sincerely,

[Your Name]