

Utility Refund Request 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 Manager's Name],

I am writing to formally request a refund for an overcharge on my recent utility bill. My account number is [Your Account Number], and the billing period in question is [Billing Period].

Upon reviewing my bill, I noticed a discrepancy that resulted in an incorrect charge of [Amount Overcharged]. According to my records, I should have been charged [Correct Amount], based on [Brief Explanation of Error].

I kindly ask that you review my account and issue a refund for the overcharged amount at your earliest convenience. Please find attached copies of my previous bills and any relevant documentation supporting my claim.

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

Sincerely,

[Your Name]