

Utility Refund Request for Inaccurate Meter Reading

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Customer Service

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to formally request a refund for overcharges on my utility account due to inaccurate meter readings. My account number is [Your Account Number].

Upon reviewing my recent bills, I noticed discrepancies in the meter readings which do not align with my actual usage. After conducting my own assessment and comparing it with the readings from the previous months, it appears that I have been overcharged by [Amount Overcharged].

I kindly ask that you review my account history and address the overcharges at your earliest convenience. I have attached copies of my recent bills and any relevant correspondence for your review.

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

Sincerely,

[Your Name]