

# Utility Company Name

Address Line 1

Address Line 2

City, State, ZIP Code

Date: [Insert Date]

Customer Service

Utility Company Name

Dear [Customer Service/Specific Contact Name],

I am writing to bring to your attention a discrepancy in the utility meter measurement associated with my account.

Account Number: [Your Account Number]

Service Address: [Your Service Address]

Upon reviewing my recent billing statement dated [Insert Billing Date], I noticed that the meter reading appears to be inconsistent with my consumption patterns. The recorded reading of [Insert Reading] does not align with my previous readings or usage.

I kindly request a review of this matter and an investigation into the accuracy of the meter readings. I believe this may be due to [Brief Explanation of Possible Causes, e.g., faulty meter, incorrect reading].

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you need any further details or clarification.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, ZIP Code]