

Utility Meter Reading Complaint

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To,

Customer Service Department

[Utility Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Complaint Regarding Irregular Utility Meter Reading

Dear Sir/Madam,

I am writing to formally lodge a complaint regarding the irregular meter readings for my utility account (Account Number: [Your Account Number]). I have noticed inconsistencies in the readings, particularly for the billing period of [Insert Period].

Details of the issue:

- Previous Meter Reading: [Insert Previous Reading]
- Current Meter Reading: [Insert Current Reading]
- Discrepancy: [Insert Discrepancy Explanation]

I request an immediate investigation of this matter to ensure that my billing reflects an accurate utility usage. Please respond to this complaint at your earliest convenience. I appreciate your attention to this issue and look forward to a prompt resolution.

Thank you.

Sincerely,

[Your Name]