

Utility Bill Dispute 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,

I am writing to formally dispute an error in my recent utility bill for the period of [Billing Period], account number [Your Account Number]. After reviewing the charges, I believe there has been a mistake due to the seasonal adjustments applied to my account.

According to my records, my usage during the disputed period should reflect a decrease compared to the previous seasons. However, the current bill shows an increase that does not align with my typical usage patterns nor with the adjustments stated in your policy for seasonal variations.

I respectfully request a detailed review of my account and an explanation of the billing adjustments made. I believe a correction is necessary and would appreciate your prompt attention to this matter.

Thank you for your assistance. I look forward to your response.

Sincerely,

[Your Name]