

Utility Bill Dispute Letter

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Utility Company Name
Customer Service Department
Utility Company Address
City, State, Zip Code

Dear Customer Service Manager,

I am writing to formally dispute a billing issue regarding my recent utility bill for account number: [Your Account Number]. I have noticed that the billing statement dated [Bill Date] reflects an unusually high amount that I believe to be incorrect.

Upon reviewing my previous bills and my usage patterns, it appears that there are discrepancies in the readings or calculations reflected in this bill. I suspect that the delay in billing or errors in meter readings may have contributed to this issue.

I kindly request a detailed review of my account, along with an explanation of the charges incurred. Furthermore, I would appreciate any documentation that could assist in clarifying this matter.

Thank you for your attention to this matter. I look forward to your prompt response in resolving this billing dispute.

Sincerely,
[Your Name]