

# Utility Bill Dispute Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to formally dispute my recent utility bill for the period of [Insert Billing Period] for account number [Insert Account Number]. Upon reviewing the bill, I noticed discrepancies regarding the estimated usage indicated.

According to my records, my actual usage should be [Insert Actual Usage] rather than the estimated [Insert Estimated Usage] that has been charged. I believe this discrepancy may be due to [mention any specific reasons such as meter issues, incorrect readings, etc.].

I kindly request a review of my account and an adjustment to my bill to reflect the accurate usage. I have attached any relevant documents supporting my claim, including previous bills and meter readings.

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

Sincerely,

[Your Name]