

Dispute of Connection Fees

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Utility Company Name

Utility Company Address

City, State, Zip Code

Dear [Customer Service/Account Manager's Name],

I am writing to formally dispute the connection fees listed on my recent utility bill dated [Insert Bill Date]. My account number is [Insert Account Number]. Upon reviewing the bill, I noticed that a connection fee of [Insert Amount] has been charged to my account, which I believe is incorrect.

I was under the impression that my account should not have incurred this fee due to [Insert Reason, e.g., existing service, promotions, prior communications, etc.]. I kindly request that you review this charge and provide a detailed explanation or adjustment to my account.

Enclosed are copies of my previous bills, communications, and any supporting documents relevant to my case.

I appreciate your prompt attention to this matter. Please contact me at your earliest convenience to discuss this issue. I look forward to your response.

Thank you for your assistance.

Sincerely,

Your Name