

# Utility Bill Dispute

[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's Name],

I am writing to formally dispute the recent utility bill (Account Number: [Your Account Number]) dated [Bill Date]. Upon reviewing my bill, I noticed that the meter reading appears to be incorrect.

According to my records, the meter reading should reflect [Correct Meter Reading], but the bill states [Incorrect Meter Reading]. This discrepancy has resulted in an inflated charge of [Amount].

I kindly request a review of this matter and an adjustment to my bill based on the correct reading. Please find attached supporting documents including past bills and my meter reading log.

Thank you for your prompt attention to this issue. I look forward to your swift resolution.

Sincerely,

[Your Name]