

Utility Bill Dispute

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Subject: Dispute of Utility Bill Rates

Dear [Utility Company Customer Service],

I am writing to formally dispute the recent utility bill I received for my property located at [Your Property Address]. Upon reviewing the charges, I believe that I am being billed at commercial rates, which is incorrect.

I am a residential customer, and my account number is [Your Account Number]. The bill dated [Bill Date] shows an amount of [Bill Amount], which I believe has been calculated based on commercial utility rates rather than residential rates. As you can see from the documentation attached, my premises is utilized solely for residential purposes.

I kindly request a detailed breakdown of the charges and a reassessment of my account to ensure that I am being charged the correct residential rates. Please respond at your earliest convenience, as I would like to resolve this matter swiftly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]