

Utility Bill Dispute Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Customer Service

[Utility Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Dispute of Unrecognized Charges on Utility Bill

Dear Customer Service,

I am writing to formally dispute certain charges listed on my latest utility bill dated [insert date of the bill]. My account number is [insert account number]. Upon reviewing the bill, I noticed an unrecognized charge of [insert amount] attributed to [insert description of the charge].

As a loyal customer, I always ensure that my payments are made promptly, and I find this charge troubling and difficult to understand. I kindly request a detailed explanation of this charge and any supporting documentation for your reference.

Attached to this letter, you will find a copy of my bill highlighting the disputed charge for your review.

Please respond to this inquiry at your earliest convenience, as I would like to resolve this matter promptly.

Thank you for your attention to this issue.

Sincerely,

[Your Name]