

# **Inquiry for Utility Account Detail Revisions**

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

Customer Service Department

[Utility Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I hope this message finds you well. I am writing to inquire about potential revisions needed for my utility account details. My account number is [Your Account Number], and I have noticed discrepancies regarding [specific issues, e.g., billing amounts, service addresses, etc.].

Could you please provide clarification on these matters and guide me on how to proceed with the necessary updates? I appreciate your assistance in ensuring my account information is accurate and up-to-date.

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

Sincerely,

[Your Name]