

Utility Account Credit Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Customer Service Department

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to inquire about a discrepancy I noticed in my billing statement for my utility account ([Your Account Number]). Upon reviewing my recent bill, I found that there is a credit that I believe was either incorrectly applied or is missing from my account.

Please find the details of the discrepancy below:

- Billing Period: [Insert Billing Period]
- Amount Billed: [Insert Billed Amount]
- Expected Credit: [Insert Expected Credit Amount]

I would appreciate it if you could review my account and provide clarification regarding this matter. I am happy to provide any further information required to assist in resolving this inquiry.

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

Sincerely,

[Your Name]