

Utility Bill Adjustment 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 an adjustment to my recent utility bill dated [Insert Bill Date], account number [Insert Account Number]. I have noticed an inconsistency in the charges that I believe warrants further investigation.

According to my records, my average monthly usage typically ranges around [Insert Average Usage]. However, this recent bill reflects an amount that exceeds this average by [Insert Excess Amount]. I would appreciate your assistance in reviewing this matter and providing clarification.

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

Sincerely,

[Your Name]