

Utility Consumption Discrepancy Notification

Date: [Insert Date]

To: [Customer's Name]

[Customer's Address]

[City, State, Zip Code]

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you of a discrepancy noted in your recent utility consumption for the period of [Start Date] to [End Date]. Our records indicate that your usage levels are significantly higher/lower than anticipated based on your historical consumption.

Details of the discrepancy are as follows:

- Account Number: [Account Number]
- Previous Reading: [Previous Reading]
- Current Reading: [Current Reading]
- Difference: [Difference] kWh/Gallons

We kindly ask you to review your usage and verify that the readings are accurate. If you believe this discrepancy is in error, please contact our customer service team at [Customer Service Phone Number] or [Customer Service Email Address] within [Number of Days] days of this notice.

Thank you for your attention to this matter. We appreciate your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Utility Company Name]

[Utility Company Phone Number]

[Utility Company Email Address]