

Letter of Inquiry

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Utility Company Name]

[Utility Company Address]

[City, State, ZIP Code]

Dear [Utility Company Representative],

I am writing to formally inquire about an instance of unauthorized access to my utility services at [Your Address]. I believe that there may have been an unauthorized connection or tampering with my utility meter on [Date of Incident].

To ensure the accuracy of billing and the integrity of my services, I would appreciate your assistance in investigating this matter. Please provide any information regarding work orders, inspections, or any related issues concerning my service during this time.

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

Sincerely,

[Your Name]