

Unauthorized Use Complaint

Date: [Insert Date]

To: [Utility Service Provider]

Address: [Utility Provider Address]

Dear [Utility Service Provider Contact Name],

I am writing to formally lodge a complaint regarding unauthorized use of utility services at my premises located at [Your Address]. It has come to my attention that there may be unauthorized use of [specify utility: water, electricity, gas, etc.] on the following dates: [List Dates].

This situation is concerning as it not only affects my utility account but could potentially result in significant charges that I am not liable for. I kindly request an investigation into this matter to determine the extent of the unauthorized use and to implement corrective measures.

Please keep me informed of your findings and any actions taken. I can be reached at [Your Phone Number] or [Your Email Address] for any further information required.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your City, State, Zip Code]