

# Utility Service Complaint Resolution

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

**To: [Utility Company's Name]**

[Utility Company's Address]

[City, State, Zip Code]

**Subject: Complaint Resolution for Utility Service**

Dear [Utility Company Customer Service Manager],

I am writing to formally address a concern regarding my utility service. My account number is [Insert Account Number], and I have been experiencing [describe the issue, e.g., frequent outages, overbilling].

This issue has persisted since [Insert Date], despite multiple communications with your customer service team. [Briefly explain any previous attempts to resolve the issue and their outcomes].

As a loyal customer, I appreciate the services your company provides; however, I believe that my concerns deserve prompt attention. I kindly request that you investigate this matter and provide a resolution at your earliest convenience.

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

Sincerely,

[Your Name]