

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

Customer Service Department  
Baltimore Gas and Electric Company (BGE)  
[Company Address]  
[City, State, Zip Code]

Subject: Complaint Regarding [Brief Description of the Issue]

Dear BGE Customer Service,

I am writing to formally submit a complaint regarding [specific issue, e.g., billing error, service interruption, etc.].

Details of the Complaint:

- Account Number: [Your Account Number]
- Date of Incident: [Date of the incident]
- Description of Problem: [Detailed description of the issue, including any relevant information]

I have attempted to resolve this issue by [mention any previous attempts, such as calling customer service, sending emails, etc.]. Unfortunately, the problem remains unresolved.

I would appreciate your prompt attention to this matter. I look forward to your response and a resolution to my complaint.

Thank you for your assistance.

Sincerely,

[Your Name]  
[Your Signature (if sending a hard copy)]