

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

Customer Service
Baltimore Gas and Electric Company
P.O. Box 1475
Baltimore, MD 21203
Subject: Inquiry Regarding Statement

Dear BGE Customer Service,

I hope this letter finds you well. I am writing to inquire about my recent billing statement for account number [Your Account Number]. I have noticed some discrepancies regarding [specify issue, e.g., usage charges, late fees, etc.], and I would appreciate your assistance in clarifying these matters.

Could you please provide a detailed explanation of the charges listed on my latest statement dated [statement date]? Additionally, if possible, I would like to receive a breakdown of my energy usage for the past few months.

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

Sincerely,
[Your Name]