

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

Subject: Appeal for Electricity Bill Payment

Dear [Utility Company Representative's Name],
I hope this letter finds you well. I am writing to formally appeal the recent electricity bill issued for my account [Account Number] dated [Bill Date].

Upon reviewing the bill, I noticed a significant increase in my usage, which I believe is incorrect due to [briefly explain the reason for your appeal, e.g., billing error, seasonal fluctuations, etc.].

I kindly request a review of my account and an explanation of the charge. Additionally, I would appreciate any documentation or evidence that supports the current billing amount.

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

Sincerely,

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