

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

Subject: Dispute of Electricity Payment

Dear [Utility Company Customer Service/Specific Contact Name],
I am writing to formally dispute a charge on my electricity account
(Account Number: [Your Account Number]) for the billing period of
[Billing Period].

The charge in question is [specific amount or charge] which I believe to
be incorrect due to [briefly explain the reason for dispute, e.g.,
unusual consumption, meter reading error, etc.].

I kindly request a review of this charge and a detailed breakdown of my
usage for the specified period. I have attached copies of relevant
documentation, including [list any enclosed documents, e.g., previous
bills, payment receipts, correspondence] that support my case.

Please respond to this letter within [specific timeframe, e.g., 30 days]
to confirm receipt of my dispute and to provide me with an update on the
progress of your investigation.

Thank you for your attention to this matter.

Sincerely,

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