

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

Subject: Formal Complaint Regarding [Issue]

Dear [Utility Company Customer Service/Specific Department],

I am writing to formally lodge a complaint regarding [briefly describe the issue, e.g., prolonged service interruption, billing error, etc.]. On [date], I experienced [describe the issue in detail, including any relevant account numbers or service addresses]. Despite my attempts to resolve the situation by [mention any actions taken, such as calling customer service or submitting prior complaints], I have not received a satisfactory response or resolution.

This issue has caused [explain any inconvenience or impact the situation has had on you]. I believe it is important for your company to address this matter promptly and effectively.

I kindly request that you investigate this issue and provide me with a resolution by [specific date], as I believe this matter warrants immediate attention. I appreciate your assistance and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]