

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

[Utility Company Name]
[Billing Department Address]
[City, State, ZIP Code]

Subject: Inquiry About Utility Payment

Dear [Customer Service Manager/Specific Name],
I hope this message finds you well. I am writing to inquire about my recent utility bill dated [insert date of bill]. My account number is [insert account number].

I noticed that the amount due appears to be higher than my usual payment. I would appreciate it if you could provide a detailed breakdown of the charges for this billing period. Additionally, if there have been any recent changes in rates or fees, please inform me.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,
[Your Name]