

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Utility Company Name]  
[Customer Service Department]  
[Utility Company Address]  
[City, State, Zip Code]  
Subject: Dispute of Utility Payment

Dear [Customer Service Manager/Specific Person's Name],  
I am writing to formally dispute a charge on my utility bill dated [Bill Date] for account number [Your Account Number]. Upon reviewing my bill, I noticed a discrepancy that I believe requires your immediate attention. The charge in question is [specific charge or amount] which I believe is inaccurate due to [brief explanation of the reason for the dispute, e.g., billing error, previous adjustments not reflected, incorrect meter reading, etc.]. According to my records, [provide any supporting information, evidence, or justification for your claim].  
I kindly request that you review my account and provide clarification regarding this charge. I would appreciate a prompt response, ideally within [specific timeframe, e.g., 14 days], to resolve this matter. Thank you for your immediate attention to this issue. I look forward to hearing from you soon.

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