

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

[Utility Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Utility Bill Reimbursement Claim

Dear [Utility Company Customer Service/Specific Contact Name],
I hope this letter finds you well. I am writing to formally request reimbursement for a utility bill that I believe has been incorrectly charged to my account.

Account Number: [Your Account Number]
Billing Period: [Start Date] to [End Date]
Amount Charged: [Amount]

[Briefly describe the reason for the claim, e.g., overcharge, service interruption, billing error, etc. Include any relevant details or attachments such as previous bills, correspondence, or receipts that support your claim.]

As per our records, I believe I am entitled to a reimbursement of [Amount Requested]. I kindly ask you to review my case and process the reimbursement at your earliest convenience.

Thank you for your attention to this matter. Please feel free to contact me if you need any further information.

Sincerely,

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