

[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: Appeal for Utility Bill Reimbursement

Dear [Utility Company Customer Service/Specific Name if known],
I hope this letter finds you well. I am writing to formally appeal for reimbursement of charges on my utility bill for the period of [insert billing period], account number [insert account number].

Upon reviewing my bill, I noticed discrepancies that I believe warrant a review and adjustment. Specifically, [briefly describe the nature of the discrepancy - for example: unexplained increase in usage, billing error, etc.].

Supporting documents, including [mention any attached evidence: previous bills, receipts, correspondence, etc.], are included for your review. I kindly request that you investigate this matter and consider reimbursing the overcharged amount of [insert amount].

Thank you for your attention to this matter. I appreciate your prompt response and resolution.

Sincerely,
[Your Name]