

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

Subject: Dispute of Utility Bill Charges - Account #[Your Account Number]

Dear [Utility Company Customer Service/Specific Name if known],
I hope this letter finds you well. I am writing to formally dispute the charges on my recent utility bill dated [date of the bill] for account number [Your Account Number]. Upon reviewing the bill, I noticed several discrepancies that I believe warrant clarification and correction.

The charges in question include:

1. [Describe the specific charge or issue, e.g., "Excessive usage recorded for the month of July compared to previous months."]
2. [Describe another charge or issue if applicable, e.g., "Additional fees that were not previously communicated or agreed upon."]

I kindly request a detailed breakdown of these charges, including [any specific information you need, e.g., "the meter readings for the month in question and any relevant policies regarding fee adjustments"].

I appreciate your attention to this matter and look forward to resolving this issue promptly. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you need any further information. Thank you for your assistance.

Sincerely,

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