

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

Customer Service

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

Subject: Complaint Regarding Utility Bill

Dear Customer Service,

I am writing to formally express my concerns regarding my recent utility bill for account number [Your Account Number]. The bill dated [Bill Date] indicates an unusually high charge of [Amount], which does not align with my typical usage patterns.

[Optional: Describe any specific issues such as unusual charges, discrepancies, or service interruptions that you have experienced.]

I kindly request a thorough review of my account and an explanation for the discrepancies. Additionally, I would appreciate any assistance you can provide in resolving this matter.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information. Thank you for your prompt attention to this matter.

Sincerely,
[Your Name]