

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Utility Company Name]
[Customer Service Address]
[City, State, Zip Code]

Subject: Discrepancy in Utility Bill

Dear [Utility Company Customer Service/Specific Person's Name],
I hope this message finds you well. I am writing to bring to your attention a discrepancy I have noticed in my recent utility bill for the period of [Billing Period]. My account number is [Your Account Number]. Upon reviewing the bill dated [Bill Date], I observed that the amount charged is significantly higher than my usual monthly charges. Specifically, my last bill was [Last Bill Amount], while the current bill is [Current Bill Amount]. This increase does not correlate with my usage, as I have [briefly explain any relevant information regarding your usage, e.g., made efforts to conserve energy, maintained similar usage patterns, etc.].

I kindly request that you review my account and provide a detailed explanation of the charges. Additionally, if there has been an error, I would appreciate your assistance in correcting the bill.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Account Number]