

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

Subject: Appeal for Utility Bill Discrepancy

Dear [Utility Company Customer Service/Specific Department],
I hope this letter finds you well. I am writing to formally appeal my recent utility bill for account number [Your Account Number], dated [Bill Date]. Upon reviewing my bill, I noticed [briefly explain the discrepancy or issue, e.g., an unusually high charge, a billing error, etc.].

[Provide specific details about the billing issue, including dates, amounts, and any relevant information that supports your case. Attach copies of bills or documents if necessary.]

Given the circumstances, I kindly request a thorough review of my account and the specific charges in question. I believe an adjustment may be warranted based on the information provided.

I appreciate your attention to this matter and look forward to your prompt response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you need any further information.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Account Number] (if not mentioned above)