

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

Dear [Utility Company Customer Service/Specific Contact Name],

Subject: Explanation of Utility Bill for [Account Number]

I hope this letter finds you well. I am writing to seek clarification regarding my most recent utility bill dated [Bill Date], associated with my account number [Account Number].

Upon reviewing the bill, I noticed that the total amount due is significantly higher than my usual monthly charges. I would appreciate it if you could provide an explanation for the following discrepancies:

1. ****Increased Usage****: It appears that my usage has increased to [specific amount], compared to the previous month's usage of [previous amount]. Could you please confirm if this usage has been accurately calculated?
2. ****New Charges or Fees****: There seems to be an unfamiliar charge labeled [specific charge]. I would like more information about the nature of this charge and why it has been applied.
3. ****Meter Reading****: I would like to verify whether the meter reading stated on the bill was taken accurately. Please provide the reading history for my account for the past few months.

I appreciate your assistance in resolving these concerns and look forward to your prompt response. Please feel free to reach me at [your phone number] or [your email address] if you need any further information from my side.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]