

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

Subject: Utility Bill Increase Adjustment Request

Dear [Utility Company Customer Service/Specific Contact Name],  
I hope this letter finds you well. I am writing to formally request an adjustment to my utility bill due to a recent increase that I believe may not accurately reflect my usage.

Account Number: [Your Account Number]  
Billing Period: [Billing Period Dates]

I have noticed a significant increase in my utility charges compared to previous months, and I am concerned that this may be an error. I kindly ask you to review my account and provide any explanations for the increase.

Attached to this letter are copies of my past bills for your reference. I would appreciate any assistance you can provide in resolving this matter. Thank you for your attention to this issue. I look forward to your prompt response.

Sincerely,  
[Your Name]