

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

Dear [Utility Company Customer Service/Specific Name],

Subject: Explanation of Increased Utility Bill

I hope this letter finds you well. I am writing to inquire about the recent increase in my utility bill for the month of [Month, Year], account number [Your Account Number].

In reviewing my previous bills, I have noticed a significant increase in usage and charges compared to prior months. Specifically, my bill this month reflects a total amount of [Current Bill Amount], which is an increase of [Amount of Increase] from the average monthly charge.

I would appreciate any insights you could provide regarding this increase. If there were any changes in rates or fees, additional usage patterns, or other factors that contributed to this increase, please let me know.

Thank you for your attention to this matter. I look forward to your prompt response so I can better understand my current utility charges.

Sincerely,

[Your Name]
[Your Contact Number]