

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

Customer Service Department  
Xcel Energy

[Company Address]  
[City, State, ZIP Code]

Subject: Dispute Resolution Request - Account Number [Your Account Number]

Dear Customer Service Team,

I am writing to formally dispute a charge on my recent bill dated [Bill Date] for account number [Your Account Number]. The charge in question is [Specify the Charge] amounting to [Amount].

[Explain the nature of the dispute, providing details such as dates, previous communications, and any relevant documentation.]

I kindly request a thorough review of this matter. I believe that correcting this charge is justified based on [Provide reasons or evidence supporting your dispute].

Please contact me at your earliest convenience so we can resolve this issue. I appreciate your prompt attention to this matter and look forward to your response within [Specify a time frame, e.g., 14 days].

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]