

Letter of Complaint for Incorrect Utility Bill with Rectification Request

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

To:

Customer Service Department
[Utility Company Name]
[Company Address]
[City, State ZIP Code]

Subject: Complaint Regarding Incorrect Utility Bill (Account No: [Your Account Number])

Dear Sir/Madam,

I am writing to formally bring to your attention an error that I have identified in my recent utility bill, dated [Bill Date], for the above-mentioned account number.

Upon thorough review of the bill, I have observed the following discrepancies:

- [Specify the nature of the error, e.g., "Overcharged for electricity usage", "Service period incorrect", etc.]
- [Mention any supporting details or documentation, e.g., "My meter reading on [specific date] was [reading]"]
- [Other relevant information or evidence, if any]

I kindly request that you thoroughly investigate this matter and provide an accurate and revised bill at the earliest. I also request a written confirmation once my account has been corrected and the accurate amount due has been updated in your records.

Please let me know if you require any further information or documentation from my side to facilitate this process.

I look forward to your prompt response and the swift resolution of this issue.

Sincerely,
[Your Full Name]