

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

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

Subject: Formal Adjustment Letter for Utility Bill Overcharge and Refund Demand

Dear [Utility Company Representative's Name or "To Whom It May Concern"],

I am writing to formally address discrepancies in my recent utility bill (Account Number: **[Account Number]**, Statement Date: **[Statement Date]**). Upon carefully reviewing the attached statement, I have identified an overcharge in the amount of **[\$[Overcharged Amount]**, which appears to be inconsistent with my typical usage and previous billing history.

For your reference, I have attached copies of my last three billing statements, as well as meter readings taken on [Date(s)], which clearly demonstrate the billing error. Specifically, [briefly describe the nature of the overcharge/error, e.g., "the kWh usage billed significantly exceeds the meter reading for the period"].

I respectfully request that you review this matter at your earliest convenience and issue a prompt refund or apply a credit adjustment in the overcharged amount to my utility account. Please confirm in writing the actions you have taken to resolve this issue and clarify any adjustments reflected in my account.

Accurate billing and timely resolution of discrepancies are essential to maintaining trust and transparency with your customers. I trust that you will give this matter your immediate attention and ensure corrective measures are implemented to prevent such occurrences in the future.

Thank you for your prompt assistance. Please contact me at [Your Phone Number] or [Your Email Address] should you require additional information or documentation.

Sincerely,

[Your Name]