

Sample Complaint Letter for Incorrect Utility Billing Charges

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

Customer Service Department

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

Subject: Complaint Regarding Incorrect Utility Billing Charges (Account #[Your Account Number])

Dear Sir/Madam,

I am writing to formally bring to your attention an issue regarding an incorrect billing amount on my most recent utility bill, dated [Bill Date], with the account number listed above.

Upon reviewing my bill, I noticed the following discrepancies:

- [Briefly describe the incorrect charge(s), e.g., being charged for services not used, incorrect meter reading, calculation errors, etc.]

I have attached copies of the bill(s) in question along with any supporting documents for your reference.

I kindly request that you investigate this matter at your earliest convenience and provide a correction to my account, along with an explanation of how the error occurred. If necessary, please let me know if you require any further information from my end.

I appreciate your prompt attention to this matter and look forward to a swift resolution. Please confirm receipt of this correspondence and inform me of any updates regarding the status of my complaint.

Thank you for your assistance.

Sincerely,
[Your Name]