Complaint Letter Template for Utility Bill Discrepancies

This **complaint letter template for utility bill discrepancies** provides a clear and professional format for customers to address and resolve billing errors with utility companies. It includes sections to detail the nature of the discrepancy, provide relevant account information, and request a prompt investigation and correction. Using this template helps ensure effective communication, facilitates faster resolution, and maintains a documented record of the complaint for future reference.

Template

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

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

Subject: Complaint Regarding Discrepancy in Utility Bill - Account #[Your Account Number]

Dear Sir or Madam,

I am writing to bring to your attention a discrepancy I have noticed in my recent utility bill (Account Number: **[Your Account Number]**) dated **[Bill Date]** for the service period of **[Service Period]**.

Upon reviewing my bill, I have noticed the following issue(s):

- [Briefly describe the discrepancy, e.g., "The amount billed is higher than expected based on my consumption," or "I have been charged for a service I did not use."]
- [Provide any relevant meter readings, previous bill amounts, or supporting evidence if applicable.]

I kindly request that you investigate this matter and provide an explanation for the discrepancy. If an error is confirmed, I respectfully ask that you issue a corrected bill and ensure that any overcharges are adjusted or refunded promptly.

I have attached copies of my recent bills and any supporting documentation for your reference. Please let me know if you require any further information to resolve this issue.

I appreciate your immediate attention to this matter and look forward to your prompt response.

Sincerely,
[Your Name]

Note: Replace all placeholders (in brackets) with your specific information before sending this letter.