

Date: [Insert Date]

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

Subject: Request for Bill Adjustment Due to Overcharging for Unoccupied Property

Dear Sir/Madam,

I am writing to formally request a review and adjustment of my recent utility bill for the property located at [Property Address], Account Number: [Account Number]. I have noticed a significant discrepancy in the charges for the billing period from [Start Date] to [End Date], during which time the property was unoccupied.

The total charges for the period mentioned above greatly exceed what would be expected for an uninhabited property with minimal or no usage of utilities. To support my claim, I am providing the following evidence of non-occupancy:

- **Proof of Non-Occupancy:** [e.g., Dated photographs, Notice of Vacancy, Rental/Vacancy Agreement]
- **Previous and Current Meter Readings:** [Meter Reading Details]
- **Statements from Neighbors/Property Manager:** [If applicable]

In light of the clear discrepancy and supporting evidence, I kindly request that you:

- Conduct a thorough review of the charges applied during the specified billing period.
- Issue a corrected invoice reflecting accurate utility usage and appropriate costs.
- Rectify the account balance to ensure fair and accurate billing.

I value our relationship and trust that this matter will be addressed promptly to my satisfaction. Please contact me at [Your Phone Number] or [Your Email Address] if you require any further details or documentation.

Thank you for your immediate attention to this matter. I look forward to a favorable resolution.

Sincerely,  
[Your Name]  
[Your Address]  
[City, State, ZIP Code]