

Date: [Insert Date]

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

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

Subject: Request for Bill Adjustment Due to Overcharging from Faulty Equipment

Dear [Utility Company/Billing Department],

I am writing to formally request a review and adjustment of my recent utility bill (Account Number: [Insert Account Number]), as I have identified significant overcharging believed to be the result of faulty equipment, specifically a malfunctioning [Meter/Device name, e.g., electric meter, water meter, gas meter].

Upon reviewing my billing statements for the period of [Insert Billing Period], I noticed a substantial and unexplained increase in my utility usage and charges. This discrepancy is inconsistent with my household's normal usage patterns. To investigate this irregularity, I arranged for an inspection, which revealed that the [meter/device] was indeed faulty and recording inaccurate readings.

Please find attached documentation supporting my claim, including inspection reports, photographic evidence, and previous billing statements demonstrating typical usage patterns. I respectfully request that you conduct a thorough review of my account and billing history, recalculate the charges for the affected billing periods, and issue any appropriate credits or billing adjustments as soon as possible.

Thank you for your prompt attention to this matter. I trust that you will address this issue fairly to ensure accurate and reasonable billing. Should you require any additional information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,  
[Your Name]