

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

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

Subject: Request for Bill Adjustment Due to Overcharging on Incorrect Tariff Plan

Dear [Utility Company/Billing Department],

I am writing to formally request a review and adjustment of my recent utility bills associated with account number [Your Account Number]. It has come to my attention that I have been billed under the incorrect tariff plan for the period from [start date] to [end date], resulting in significant overcharging.

Based on my review, I have identified that my account was erroneously placed under the [Incorrect Tariff Plan Name] instead of the appropriate [Correct Tariff Plan Name]. As a result, I have been subjected to higher rates which do not correspond with my usage profile or service agreement.

Details of the discrepancy are as follows:

- Incorrect Tariff Applied: [Incorrect Tariff Plan Name]
- Correct Tariff Should Be: [Correct Tariff Plan Name]
- Period of Overcharging: [start date] to [end date]
- Total Amount Overcharged: \$[Amount]

I kindly request the following actions:

1. Immediate correction of my account to reflect the appropriate tariff plan.
2. Adjustment and recalculation of my bills for the affected period to reflect the correct rates.
3. A prompt refund or credit for the excess amount charged.
4. Confirmation in writing that my account is now correctly classified under the applicable tariff.

I have attached copies of the relevant bills and supporting documents for your review. I would appreciate your prompt attention to this matter and look forward to your response within [reasonable timeframe, e.g., 14 days].

Should you require any further details or clarification, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your prompt assistance in resolving this issue.

Sincerely,
[Your Name]