To

[Name Here]  
[Designation]  
[Company Name]  
[Address]

Date:

Re. Complaint on the Overcharging of the Water Services Consumption for the Month of January-February 20XX from W&SPCA.  
  
Dear Sir,

I am Smith Oliver from the Union County of New Jersey. I have been living in the F-Town area of Summit since 20XX. It has been more than twelve years of me living here. I have always been paying all my bills and taxes in time. I never missed a single bill while my living here in Summit. Similarly, my tax record is clean and completely satisfying. I am confronting an issue these days and that is how I am writing to you to request you into this matter.

Sir, I am 24 years bachelor who spends most of his time in university, working in the cafe, and studying in the library. I barely spend a few hours at my apartment while I sleep, dine, and do other essentials. I barely consume more than a few Oz of water reconciling with my necessities and consumption.

The charged bill for the month of January-February is $200 which is twofold more than my usual billing of water and sanitation. I am much worried as I am not able to pay the bill. I am a law student and work as an Assistant in a cafe to meet my general expenses.

I shall be very grateful to you if you investigate this and resolve if some sort of complication is exacerbating my water consumption charges. I have also checked all the pipelines to make sure no leakage at my end. I have also checked the recent data on water and sanitation billing, according to which no acclivity in the charges has been made by the government. Grounding on the older rates, it is nearly impossible for the water bill to be this high.

Please make me gratified by looking at and resolving this. You can email me for any kind of procedural inquiry at [email]. I thank you in anticipation for reviewing my complaint.

Regards

Smith Oliver  
56-C Lockhart Housing, UC New Jersey, CA  
USA