To

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

Date:

Re. Complaint on the Overcharging of the Water Utility and Consumption Bill from the State-Controlled Water Consumption and Sanitation Systems of CA (WCSS) for the Consecutive Three Months

Dear Sir,

With reference to the above-cited subject, I hereby submit my complaint about the overcharged bill of the water and sanitation controlled by the Water and Sanitation Systems, California. As I already filed complaints to the regional office of the WCSS in Sacramento, CA but neither response was given nor was my extra billing halted. The Assistant Director of the regional office of WCSS did not bother to listen to me when I physically appeared in the office to register my complaint the third time. My three complaints to the regional office remained to lie on the office tables and met with an unsatisfactory and unprofessional response.

Sir, I share my apartment with my brother, but the bill shows that the consumption which has been made in the last three months can accommodate three joint families. Sir, I request you to enquire your team to investigate this either by examining the pipelines or by looking for the technical or database errors. I am hoping for a refund of the extra paid bills and the settlement of the issue with an appropriate and professional inquiry.

Moreover, I have attached all the details with this letter for your convenience so that you can find the difference between earlier bills and the bills of the past three months. By comparing the two you will understand the difference and justification of this letter.

Please find my personal details and bills attached. I thank you in anticipation hoping for a good deal of cooperation from you.

Regards

Mike Addison  
90-G, G-11, G-Sector Funnel Road, Near Books, and Lore  
 Sacramento, California, USA