

[UT11 Gas Bill Query]

[Company Name]
[Company Address]

[Date]

Dear [Name],

Re: [Enter Reference]

I have received my bill dated [Date] for my account.

The amount seems to be [Amount] for this time of year. I think that either the [Amount] is a billing error.

Please adjust bill or send me a bill for Gas and Electricity Markets (OFGEM) engineers to test the meter away from the premises. If the meter is not faulty, I will pay the bill.

Yours faithfully,

[Enter Your Name]
[Enter Your Address]

