

# BILLING ERROR ADJUSTMENT

## Utility Provider Name

123 Service Way

City, State, Zip

**Adjustment ID:** [Reference Number]

**Date Issued:** [Date]

**Original Invoice:** #[Invoice Number]

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## Customer Details:

[Account Name]

[Service Address]

Account Number: [Number]

## Billing Period:

[Start Date] to [End Date]

Description of Service/Charge	Original Amount	Adjusted Amount	Difference
[Service Type] - Incorrect Rate Applied Original Meter Reading: [Value]	\$0.00	-	-
[Service Type] - Corrected Rate/Usage Actual Meter Reading: [Value]	-	\$0.00	-
Fixed Service Fees	\$0.00	\$0.00	\$0.00

Description of Service/Charge	Original Amount	Adjusted Amount	Difference
Taxes and Regulatory Surcharges	\$0.00	\$0.00	\$0.00

Original Total: \$0.00  
Adjustment Amount: (\$0.00)  
NEW BALANCE DUE: \$0.00

**Error Explanation:**

[Detailed explanation of the billing discrepancy, e.g., meter malfunction, estimated vs actual reading, or clerical error.]

Note: This is an adjustment statement only. If a credit is due, it will be applied to your next billing cycle. If an additional balance is due, please remit payment by [Due Date].

Contact Customer Support at: 1-800-XXX-XXXX | support@utility.com