

Submission Request for Utility Payments on Credit Records

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Utility Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request the submission of my utility payment history to credit reporting agencies to ensure that my credit records accurately reflect my payment history.

My account details are as follows:

- Account Number: [Your Account Number]
- Service Address: [Your Service Address]

I have consistently made timely payments for my utility services, and I believe that reporting this positive payment history will help improve my credit rating.

Thank you for your attention to this matter. I look forward to your prompt response confirming the submission of my payment history to the relevant credit reporting agencies.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]