

Utility Bill Payment Confirmation Request

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Utility Company Name]
[Utility Company Address]
[City, State, Zip Code]

Dear [Utility Company Name],

I hope this message finds you well. I am writing to request confirmation of my recent utility bill payment. Below are the details of the transaction:

- Account Number: [Your Account Number]
- Payment Amount: [Paid Amount]
- Payment Date: [Payment Date]
- Transaction Reference Number: [Transaction Reference Number]

I would greatly appreciate it if you could provide me with a confirmation of this payment for my records. If there are any issues or further information needed, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

[Your Name]