

Utility Bill Payment History Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Utility Company Name

[Utility Company Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to request a copy of my payment history for my utility account. My account number is [Insert Account Number]. I would appreciate it if you could provide me with the details of my payment history for the last [Insert Time Period].

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]