

Utility Bill Payment Status Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Utility Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Utility Company Customer Service],

I am writing to inquire about the status of my utility bill payment for the account number [Your Account Number]. I made a payment on [Date of Payment] in the amount of [Payment Amount], but I have not received confirmation of its processing.

Please provide me with the current status of my payment and any necessary details that may be required for my records. Your assistance in this matter is greatly appreciated.

Thank you for your attention to this issue. I look forward to your prompt response.

Sincerely,

[Your Name]