

Notification of Missing Bill Request

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 Contact/Customer Service],

I am writing to formally request a copy of my bill for the account number [Your Account Number] for the billing period of [Billing Period]. Unfortunately, I did not receive the bill in the mail.

Kindly send me a copy of the missing bill at your earliest convenience. If you need any further information to process this request, please feel free to contact me via the details provided above.

Thank you for your attention to this matter.

Sincerely,

[Your Name]