

Request for Duplicate Utility Bill

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 [Utility Company Representative's Name],

I hope this message finds you well. I am writing to request a duplicate copy of my utility bill for the account number [Your Account Number] for the period of [Specify Period]. Unfortunately, I misplaced the original bill and require the duplicate for my records.

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

Sincerely,

[Your Name]