

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[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 projected power bills for my account number [Your Account Number] for the upcoming months. Understanding these projections will help me better manage my household budget and energy usage.

Please include any information regarding seasonal trends, rate changes, and energy-saving tips that may assist in managing my consumption effectively.

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

Sincerely,

[Your Name]