

Debt Inquiry Letter for Utility Bills

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Customer Service/Specific Department],

I am writing to formally inquire about the outstanding balance on my utility account [Account Number] associated with my address [Your Address]. I have received notices regarding a debt that I would like to clarify.

As of [Date of Balance Notice], my account shows a balance of [Amount], and I would appreciate it if you could provide me with a detailed breakdown of this charge, including the billing periods it covers and any relevant late fees or penalties.

Additionally, if there are any options available for payment plans or financial assistance, please include that information as well, as I am eager to resolve this matter promptly.

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

Sincerely,

[Your Name]