

Utility Contract Renewal Letter

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 Name],

I am writing to express my intention to renew my residential utility contract with [Utility Company Name]. My account number is [Account Number], and the contract is set to expire on [Expiration Date].

Please confirm the renewal terms, including any changes in rates or conditions, and let me know if there are any further steps I need to take to complete this renewal process.

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

Sincerely,

[Your Name]