

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 Customer Service,

I am writing to request a duplicate copy of my utility bill for the account number [Your Account Number] for the billing period of [Billing Period]. Unfortunately, I am unable to locate my original bill and require a copy for my records.

Please send the duplicate bill to my address listed above or via email at [Your Email Address]. If there are any fees associated with this request, please let me know.

Thank you for your assistance.

Sincerely,

[Your Name]