

# Utility Service Confirmation

Date: [Insert Date]

Customer Name: [Insert Customer Name]

Address: [Insert Customer Address]

Account Number: [Insert Account Number]

Dear [Customer Name],

We are writing to confirm your utility service in relation to your recent billing inquiry. Your account has been reviewed, and we would like to provide you with the following details:

- Service Address: [Insert Service Address]
- Service Type: [Insert Service Type]
- Current Billing Period: [Insert Billing Period]
- Amount Due: [Insert Amount Due]
- Due Date: [Insert Due Date]

If you have any further questions or require additional assistance, please do not hesitate to contact our customer service at [Insert Contact Information].

Thank you for choosing our utility service.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]