

Request for Utility Deposit Refund

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Contact/Department Name],

I am writing to formally request a refund of my utility deposit. My account number is [Your Account Number], and I have been a customer since [Date You Became a Customer].

Throughout my tenure with your company, I have maintained a good payment history, as evidenced by my account records. I believe I am eligible for a refund of my deposit based on the conditions stipulated in the service agreement.

Please find attached any necessary documentation to support my request, including copies of my utility bills and payment history.

I would appreciate a prompt response to my appeal. If additional information is required, please feel free to contact me at your convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]