

Request for Utility Deposit Refund

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 Representative's Name],

I am writing to formally request a refund of my utility deposit in the amount of [Insert Amount] which was paid on [Insert Date of Deposit] for my account number [Insert Account Number].

As of [Insert Date], I have satisfied all requirements and my service has been terminated. According to [mention any relevant utility company policy or state law], I am entitled to the return of my deposit. Please find attached any necessary documents supporting my request.

I would appreciate it if you could process this refund at your earliest convenience. If you need any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]