

Inquiry for Utility Deposit Return

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Customer Service Department

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear Customer Service,

I hope this message finds you well. I am writing to inquire about the return of my utility deposit associated with my account, [Your Account Number].

As per our agreement, I am eligible for a refund of my deposit following my service termination on [Service End Date]. I would like to confirm the status of my deposit and request any necessary information needed to expedite this process.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]