

Utility Deposit Refund Request

Date: [Insert Date]

To: [Utility Company Name]

[Utility Company Address]

[City, State, ZIP Code]

Dear [Utility Company Name / Customer Service Department],

I am writing to formally request a refund of my utility deposit associated with my account, [Your Account Number], under the name [Your Name]. I have ensured that all bills have been paid in full and that my account is in good standing.

According to my records, the deposit was made on [Deposit Date], and the amount was [Deposit Amount]. Since I have met all the conditions for a refund, I kindly ask that you process this request at your earliest convenience.

If you require any additional information or documentation to process my request, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address]. Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, ZIP Code]