

Request for Utility Security 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 Representative],

I am writing to formally request a refund of my utility security deposit that I submitted on [Insert Date of Deposit] under account number [Insert Account Number].

According to my records, the total amount of the deposit was [Insert Amount]. As I have fulfilled all terms of the service agreement and have settled all outstanding bills, I believe I am entitled to a full refund of the deposit.

Please let me know if you require any further information or documentation to process this request. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]