

Utility Account Deposit Refund Inquiry

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 Customer Service/Specific Contact Name],

I hope this message finds you well. I am writing to inquire about the status of my utility account deposit refund for account number [Insert Account Number]. I believe that the deposit made on [Insert Deposit Date] is due for a refund, as my account has been closed since [Insert Closure Date].

Could you please provide me with an update regarding the processing of my deposit refund? I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]