

Utility Deposit Refund Application

Date: [Insert Date]

To,

Customer Service Department,
[Utility Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Application for Utility Deposit Refund

Dear Sir/Madam,

I am writing to formally request a refund of my utility deposit. My account details are as follows:

- Account Name: [Your Name]
- Account Number: [Your Account Number]
- Service Address: [Your Service Address]

I have completed all necessary payments and my service was terminated on [Date of Termination]. As per your policy, I am entitled to a refund of my deposit amounting to [Deposit Amount].

I have enclosed a copy of my final bill and any other required documentation for your reference.

Kindly process my request at your earliest convenience and direct the refund to my address mentioned above.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Phone Number]
[Your Email Address]