

Utility Deposit Refund Claim

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Customer Service/Specific Person's Name],

Subject: Request for Utility Deposit Refund

I am writing to formally request a refund of my utility deposit for account number [Your Account Number]. My service with [Utility Company Name] ended on [Date of Service Termination], and I believe I am entitled to a refund as per the terms of service.

As per my records, the deposit amount of [Deposit Amount] was paid on [Date of Deposit Payment]. Since there are no outstanding balances on my account and the service has been terminated, I kindly ask you to initiate the refund process at your earliest convenience.

Attached to this letter are the necessary documents, including a copy of my final bill and proof of the deposit payment for your reference.

Please let me know if you need any further information or documentation to process my claim. I can be reached via [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]