

Utility Deposit Refund Follow-Up

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Utility Company Name]

[Utility Company Address]

[City, State, ZIP Code]

Dear [Utility Company Representative's Name],

I hope this message finds you well. I am writing to follow up on the refund of my utility deposit that was submitted on [Insert Deposit Submission Date]. According to our previous correspondence, the expected processing time for this refund was [Insert Expected Time Frame]. However, as of today, I have not yet received the refund.

My account number is [Insert Account Number] and the address associated with the account is [Insert Service Address]. I would greatly appreciate any updates regarding the status of my refund. Thank you for your attention to this matter.

Sincerely,

[Your Name]