

Utility Account Usage Statement Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to request a statement of my utility account usage for the period of [start date] to [end date]. My account number is [Your Account Number]. I would like to receive details regarding my monthly usage, billing history, and any applicable charges during this period.

Please send the statement to my address mentioned above or to my email address if possible. Thank you for your assistance.

Sincerely,

[Your Name]