

Utility Bill Usage 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 [Utility Company Name],

I am writing to request a copy of my utility bill usage for the period of [start date] to [end date]. My account number is [your account number]. This information is required for my records and budget planning.

Please let me know if you need any further information to process this request.

Thank you for your attention to this matter.

Sincerely,

[Your Name]