

# **Inquiry for Utility Account Statement**

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Customer Service Department

[Utility Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I hope this message finds you well. I am writing to request a statement of my utility account with your company.

My account details are as follows:

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

Could you please provide me with the detailed statement for the period of [Insert Start Date] to [Insert End Date]? This information is important for my personal records.

Thank you for your prompt attention to this matter. I look forward to your response.

Sincerely,

[Your Name]