

# Request for Utility Account Balance Statement

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

Customer Service Department

[Utility Company Name]

[Company Address]

[City, State, ZIP Code]

Dear Customer Service Team,

I am writing to request a balance statement for my utility account. My account number is [Your Account Number]. I would appreciate it if you could provide me with the details of my current balance, including any outstanding amounts and recent transactions.

Please send the statement to my email address or my mailing address mentioned above at your earliest convenience. Thank you for your assistance.

Sincerely,

[Your Name]