

Request for Utility Bill Statement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Customer Service],

I hope this message finds you well. I am writing to request a statement of my utility bill for the account number [Your Account Number]. I would like to obtain this statement for the period of [Start Date] to [End Date] for my records.

Please let me know if any further information is required to process this request. You can reach me at [Your Phone Number] or [Your Email Address]. I appreciate your assistance and prompt attention to this matter.

Thank you for your help.

Sincerely,

[Your Name]