

Utility Account Statement Demand

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, ZIP]
[Email Address]
[Phone Number]

[Utility Company Name]
[Utility Company Address]
[City, State, ZIP]

Dear [Utility Company Representative's Name],

Subject: Demand for Utility Account Statement

I am writing to formally request a detailed statement of my utility account (Account Number: [Insert Account Number]). I require this information to [briefly explain the reason for the request, e.g., "verify my billing records" or "prepare for an upcoming financial audit"].

As per your policies, I kindly ask you to provide me with the account statement for the period of [Insert Time Period]. It is crucial for me to receive this information as soon as possible to ensure accuracy in my records.

If there are any fees associated with this request, please inform me ahead of time. I appreciate your prompt attention to this matter and look forward to your swift response.

Thank you for your cooperation.

Sincerely,
[Your Name]