

Utility Account Statement Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

To Whom It May Concern,

I am writing to inquire about my utility account statement for the period of [Insert Period]. My account number is [Insert Account Number]. I would appreciate it if you could provide me with a detailed statement reflecting my usage and any outstanding balances.

If there are any discrepancies or issues that need to be addressed, please let me know at your earliest convenience. Thank you for your assistance in this matter.

Sincerely,

[Your Name]