

# Utility Bill Summary Request

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 am writing to request a summary of my utility bills for account number [Your Account Number] for the period of [Start Date] to [End Date]. This information is needed for my personal records.

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

Sincerely,

[Your Name]