

Utility Billing Statement Request

Date: [Insert Date]

To: [Utility Company Name]

Address: [Utility Company Address]

City, State, Zip: [City, State, Zip]

Dear Customer Service,

I am writing to request a copy of my utility billing statement for the account number **[Your Account Number]**. I need this document for my records.

Please send the billing statement to my email address at **[Your Email Address]** or to my mailing address listed below:

[Your Name]
[Your Address]
[City, State, Zip]

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

Sincerely,

[Your Name]
[Your Phone Number]