

# Utility Statement 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 Customer Service Team,

I am writing to request a detailed utility statement for my account, [Account Number], for the period of [specific dates]. I would like to review the usage and billing details to ensure everything is accurate.

Thank you for your attention to this matter. I look forward to receiving the statement at your earliest convenience.

Sincerely,

[Your Name]