

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Customer Service

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to inquire about gaining online access to my utility account. My account number is [Your Account Number]. I would like to manage my account more efficiently and would appreciate any assistance you could provide in setting this up.

Additionally, if there are specific requirements or steps I need to follow to create my online account, please let me know. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]