

Request for Online Utility Account Access

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Customer Service Department

[Utility Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to request online access to my utility account. My account number is [Insert Account Number], and I would like to manage my account online for the convenience of monitoring my usage and paying my bills.

Please provide me with the necessary credentials and instructions to set up my online account.

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

Sincerely,

[Your Name]