

Support Request for Utility Online Account Issues

Date: [Insert Date]

To: [Utility Company Name]

Customer Service Department

[Utility Company Address]

Dear [Utility Company Customer Service],

I hope this message finds you well. I am writing to request assistance with issues I am experiencing while trying to access my online utility account.

Account Name: [Your Full Name]

Account Number: [Your Account Number]

Specifically, I have encountered the following problems:

- [Brief description of the issue #1]
- [Brief description of the issue #2]
- [Any additional issues]

I have already attempted the following troubleshooting steps:

- [Troubleshooting step #1]
- [Troubleshooting step #2]
- [Any additional steps taken]

I would appreciate your guidance on how to resolve these issues as soon as possible. Please let me know if you require any further information from my end.

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

Sincerely,

[Your Full Name]

[Your Address]

[Your Email Address]

[Your Phone Number]