

# Payment Completion Confirmation

Date: [Insert Date]

To,

[Utility Company Name]

[Utility Company Address]

[City, State, ZIP Code]

Dear [Utility Company Name],

This is to confirm that I, [Your Name], have completed the payment for my utility services. Below are the details of the transaction:

- Account Number: [Your Account Number]
- Payment Amount: [Amount Paid]
- Payment Method: [Payment Method]
- Transaction ID: [Transaction ID]
- Date of Payment: [Date of Payment]

Please update your records accordingly. If you have any questions or require further information, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, ZIP Code]