

Utility Charges Payment Verification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Name],

I am writing to request verification of my utility charges payments for the account number [Insert Account Number]. I would like to confirm that my payments, made on the following dates:

- [Insert Payment Date 1] - Amount: [Insert Amount]
- [Insert Payment Date 2] - Amount: [Insert Amount]
- [Insert Payment Date 3] - Amount: [Insert Amount]

have been successfully received and applied to my account.

Please send me a confirmation of these payments at your earliest convenience. Thank you for your attention to this matter.

Sincerely,

[Your Name]