

# Utility Account Number Clarification Request

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 [Customer Service Manager/Specific Name],

I am writing to request clarification regarding my utility account number. I have been receiving statements that do not clearly indicate my account number, which has caused some confusion regarding payments and service queries.

My details are as follows:

- Full Name: [Your Full Name]
- Service Address: [Service Address]
- Account Number (if available): [Account Number]

Could you please provide me with the correct utility account number associated with my name and address? I appreciate your assistance in resolving this issue promptly.

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

Sincerely,

[Your Name]