

Request for Detailed Utility Recurring Payment History

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Name] Customer Service,

I hope this message finds you well. I am writing to request a detailed account of my utility recurring payments for the account number [Your Account Number] associated with my name.

For my records and to ensure accurate budgeting, I would greatly appreciate it if you could provide me with the payment history for the past [Specify Duration, e.g., year, 6 months], including dates, amounts paid, and any applicable service charges.

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

Sincerely,

[Your Name]