

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Electricity Provider's Name]
[Provider's Address]
[City, State, Zip Code]

Dear [Customer Service/Specific Name],

I am writing to inquire about the balance on my electricity bill. My account number is [Account Number], and my name is [Your Name]. I would appreciate it if you could provide me with an updated statement of my account balance and any other relevant details.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,
[Your Name]