

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Utility Company Name  
Utility Company Address  
City, State, Zip Code

Dear [Utility Company Customer Service],

I hope this message finds you well. I am writing to request a detailed account statement for my utility account, [Your Account Number], covering the period from [Start Date] to [End Date]. I require this statement for my personal records and budgeting purposes.

Please let me know if you need any additional information to process my request. You can reach me at [Your Phone Number] or [Your Email Address].

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

Sincerely,  
[Your Name]