

Request for Water Utility Balance Details

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Water Utility Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Water Utility Customer Service/Specific Name],

I am writing to request the current balance details of my water utility account. My account number is [Your Account Number].

Due to recent changes in my financial situation, I would appreciate it if you could provide me with a detailed statement reflecting the latest charges, payments, and current balance.

Please send this information to my email address or contact me at the phone number provided above if further verification is needed.

Thank you for your assistance.

Sincerely,

[Your Name]