

Utility Account Balance Request

Date: [Insert Date]

To,

Customer Service Department

[Utility Company Name]

[Company Address]

[City, State, Zip Code]

Dear Sir/Madam,

I am writing to request the current balance of my utility account. Below are my account details:

Account Holder Name: [Your Name]

Account Number: [Your Account Number]

Service Address: [Your Service Address]

I would appreciate your prompt response regarding my account balance. If you need any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Name]