

Utility Services Balance Inquiry Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[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 balance inquiry for my utility services account, with the account number [Insert Account Number].

As of today, I would like to know the outstanding balance on my account and any details regarding recent transactions or payments made. If possible, please provide a breakdown of current charges and any upcoming due dates.

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

Sincerely,

[Your Name]