

# Utility Account Summary Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to request a summary of my utility account for the past [insert time period, e.g., "12 months"]. My account number is [insert account number].

I would appreciate it if you could provide me with detailed information regarding my account, including usage and billing history during this period.

Thank you for your attention to this matter. Please feel free to contact me via the information provided above if you require any additional information.

Sincerely,

[Your Name]