

Detailed Utility Statement Request

Date: [Insert Date]

To: [Utility Company Name]

Address: [Utility Company Address]

City, State, Zip: [City, State, Zip]

Dear [Utility Company Representative],

I hope this message finds you well. I am writing to formally request a detailed utility statement for my account with [Utility Company Name]. My account number is [Account Number].

For my records and better understanding of my usage, I would appreciate it if you could provide the following information:

- Monthly usage for the past 12 months
- Billing history
- Any notes or information related to account adjustments

Please let me know if you need any further information or documentation from my side to process this request. I can be reached 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]

[Your Address]

[City, State, Zip]

[Your Phone Number]

[Your Email Address]