

Request for Utility Cost Itemization

Date: [Insert Date]

Your Name
Your Address
City, State, Zip Code
Your Email
Your Phone Number

Recipient's Name
Utility Company Name
Company Address
City, State, Zip Code

Dear [Recipient's Name],

I am writing to request a detailed itemization of my utility costs for the billing period of [Insert Billing Period]. My account number is [Insert Account Number].

It would be greatly appreciated if you could provide a breakdown of the charges including but not limited to electricity, water, gas, and any additional fees.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]