

Utility Bill Itemization Inquiry

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Representative],

I am writing to request itemization of my recent utility bill for the account number [Your Account Number], which covers the billing period [Billing Period]. I would appreciate it if you could provide a detailed breakdown of the charges, including any applicable fees, taxes, and adjustments.

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

Sincerely,

[Your Name]