

Utility Prepaid Service Contract Renewal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Utility Provider Name]

[Utility Provider Address]

[City, State, Zip Code]

Subject: Renewal of Utility Prepaid Service Contract

Dear [Utility Provider Contact Name],

I hope this letter finds you well. I am writing to formally request the renewal of my utility prepaid service contract with [Utility Provider Name]. My account number is [Your Account Number].

As my current contract is set to expire on [Expiration Date], I would like to ensure that there is no disruption in my utility service. Please provide me with the necessary information regarding the renewal process and any adjustments in terms or rates.

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

Sincerely,

[Your Name]