

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Utility Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Utility Company Contact Name],

I hope this message finds you well. I am writing to follow up on my previous request regarding the utility billing date for my account [Your Account Number], submitted on [Date of Initial Request].

Understanding the billing cycle is crucial for my financial planning, and I would greatly appreciate any updates you could provide me regarding this matter.

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

Sincerely,

[Your Name]