

[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's Name],

I am writing to request verification of my utility information associated with account number [Your Account Number]. I want to ensure that all details are current and accurate for my records.

Specifically, I would like to confirm the following information:

- Account Holder's Name
- Service Address
- Billing Address
- Current Balance

Could you please provide me with the verified details at your earliest convenience? If any further information is needed, do not hesitate to contact me at the phone number or email address listed above.

Thank you for your attention to this matter.

Sincerely,

[Your Name]