

Utility Account Information Validation Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Representative Name],

I am writing to inquire about the validation of my utility account information associated with account number [Your Account Number].

Recently, I noticed discrepancies regarding my account details, including [briefly describe the discrepancies]. I would appreciate your assistance in validating the information on your end and ensuring that everything is accurate and up to date.

For your reference, my account is registered under the name [Your Full Name].

Please let me know if you require any further information to assist with my inquiry. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]