Account Verification Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to request verification of my utility account with [Utility Company Name]. Below are the details of my account:

Account Number: [Your Account Number]

Service Address: [Your Service Address]

Account Holder's Name: [Your Name]

Please provide confirmation of my account status and any relevant details regarding my billing history or outstanding charges. You can reach me at the provided contact information if you require any further information to process this request.

Thank you for your attention to this matter.

Sincerely,

[Your Name]