

# Utility Service Customer Verification Documentation Request

Date: [Insert Date]

To: [Utility Company Name]

Address: [Utility Company Address]

Dear [Utility Company Representative],

Subject: Request for Customer Verification Documentation

I hope this letter finds you well. I am writing to request verification documentation for my utility service account with your company.

Account Holder Name: [Your Name]

Account Number: [Your Account Number]

Service Address: [Your Service Address]

For the purposes of [reason for the request, e.g., applying for financial assistance, identity verification], I kindly ask that you provide the necessary documentation confirming my status as a customer.

If you require any additional information or documentation to process this request, please feel free to contact me at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]