

Utility Refund Request Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To:

[Utility Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service Manager/Appropriate Name],

I am writing to formally request a refund for my utility deposit associated with my account number [Your Account Number]. I have recently closed my account, and I am requesting the return of my deposit amount of [Amount].

My account was closed on [Close Date]. As per our agreement, I expect to receive the refund within the stipulated timeframe. Please find attached any pertinent documents, including my account closing confirmation.

Should you require any further information or documentation, feel free to contact me at the phone number or email address provided above.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]