

Utility Refund Request for Deposit Return

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

Customer Service

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to formally request the refund of my utility deposit. My account number is [Insert Account Number], and I have been a customer since [Insert Start Date].

As per the terms and conditions outlined during the account setup, I believe I am eligible for the return of my deposit due to [briefly state reason, e.g., "the fulfillment of the contract period" or "the account being in good standing"].

Attached are copies of the relevant documents, including my account statement and any previous correspondence regarding this matter.

I would appreciate it if you could process this refund at your earliest convenience. Please let me know if you require any further information to expedite this request.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]