

Utility Refund Request Letter

Recipient Name

Utility Company Name

Company Address

City, State, Zip Code

Date: [Insert Date]

Dear [Recipient Name],

I am writing to formally request a refund for my utility services due to the cancellation of my service account, effective [Insert Cancellation Date]. My account number is [Insert Account Number].

As per my records, I have already settled all pending charges by [Insert Last Payment Date]. However, I have been informed that I am entitled to a refund for the unused portion of the services provided.

Please process my refund at your earliest convenience. I would appreciate it if you could confirm receipt of this request and provide an estimated timeframe for the refund.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]