

Utility Payment Verification Letter

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Utility Company Name
Utility Company Address
City, State, Zip Code

Dear [Utility Company Representative or Customer Service],

I am writing to request verification of my utility payments for the account number [Your Account Number]. I would appreciate it if you could provide me with a detailed statement of my account payment history for the past [specific time frame, e.g., six months, one year].

As you may understand, I need this information to ensure that my records are accurate and up to date. Please include the payment dates, amounts, and any outstanding balances if applicable.

Thank you for your prompt attention to this matter. Should you require any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,
[Your Name]