

Utility Account Credit Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Customer Service],

I am writing to inquire about the credit balance on my utility account, account number [Insert Account Number], for reconciliation purposes. I would like to confirm the current balance and any applicable credits that may be reflected in my account.

To assist with this inquiry, I kindly request a detailed statement of my account activity for the past [Insert Time Frame]. This will help me ensure that all transactions and credits are accurately recorded.

If you need any further information to process my request, please do not hesitate to contact me at my phone number or email listed above.

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

Sincerely,

[Your Name]