

# Utility Account Credit Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Customer Service

[Utility Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to inquire about my utility account with the account number [Account Number]. I have recently noticed changes in the rate plans and would like to understand how these changes may affect my account credit.

Specifically, I would like to know:

- The reason for the changes in the rate plans.
- How these changes will impact my existing credits.
- If there are any options available to help manage my account credits during this transition.

Please provide the necessary information at your earliest convenience. Thank you for your attention to this matter.

Sincerely,

[Your Name]