

Utility Account Credit Inquiry

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Company Address Line 1]

[Company Address Line 2]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Utility Company Name]

[Utility Company Address Line 1]

[Utility Company Address Line 2]

[City, State, Zip Code]

Subject: Inquiry Regarding Utility Account Credit

Dear [Utility Company Contact Name],

I am writing to inquire about the current status of our utility account with your company, account number [Account Number]. We would like to understand any available credits on our account and the process to apply these credits towards our upcoming bills.

As a commercial account holder, it is important for us to manage our utilities effectively, and any clarification you could provide regarding our account credits would be greatly appreciated.

Please let us know if any additional documentation is required to assist with this inquiry.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]