Utility Account Credit Inquiry

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Customer Service Department

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Subject: Inquiry Regarding Account Credit and Payment History

Dear Customer Service Team,

I am writing to request a review of my utility account, specifically regarding the credit balance on my account **[Account Number]** and my payment history for the past **[Time Period]**.

Due to discrepancies I have noticed, I kindly ask for a detailed statement reflecting my payments and any applicable credits. This information will be helpful for my records and to ensure accuracy in my account status.

Please let me know if you require any additional information to assist with my inquiry. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Name]