

# Utility Account Credit Inquiry for Refund Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Utility Company's Name]

[Utility Company's Address]

[City, State, Zip Code]

Dear Customer Service Manager,

I am writing to inquire about a credit on my utility account ([Your Account Number]) and to request a refund for the amount due. I believe there has been an overpayment on my account, and I would appreciate your assistance in resolving this matter.

According to my records, a credit balance of [Credit Amount] has accumulated on my account as of [Date]. I kindly request you to review my account history and initiate the process for a refund at your earliest convenience.

Please find enclosed copies of my recent bills and account statements for your reference. I would appreciate confirmation of the receipt of this request and an estimated timeline for the refund process.

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

Sincerely,

[Your Name]