

Utility Account Credit Inquiry

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Utility Company Name]

[Customer Service Department]

[Utility Company Address]

[City, State, ZIP Code]

Dear Customer Service,

I am writing to inquiry about a potential credit on my utility account. My account number is [Your Account Number]. Upon reviewing my recent statements, I believe that an overpayment may have occurred on my account.

Specifically, I noticed that my payment of [Payment Amount] on [Payment Date] exceeds the amount due for that billing cycle, which was [Amount Due]. I kindly request that you review my account for any overpayments and provide me with a detailed statement reflecting any credits that may be applicable.

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

Sincerely,

[Your Name]