

Utility Account Credit Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

Customer Service Department

[Utility Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to inquire about the credit available on my utility account, [Your Account Number]. I would like to understand how the credit balance is calculated and whether there are any conditions or requirements for its use.

Additionally, I would appreciate any information on how I can apply this credit towards my next billing statement.

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

Sincerely,

[Your Name]