

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 Credit on Utility Account Due to Service Disconnect

Dear Customer Service Team,

I am writing to inquire about the status of my utility account ([Account Number]) which was recently disconnected on [Service Disconnect Date]. I would like to understand if there is any credit balance available on my account following this service disconnect.

Despite my recent disconnection, I would appreciate it if you could provide a detailed breakdown of my account charges and any potential credits that could be applied. Please let me know if any additional information is needed from my side to assist in this matter.

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

Sincerely,

[Your Name]