

# Utility Tax Credit Documentation Submission

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Utility Tax Credit Department

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear Utility Tax Credit Department,

I am writing to submit my documentation for the Utility Tax Credit. Please find enclosed/attached the required documents as per your guidelines.

- Completed Utility Tax Credit application form
- Proof of income (e.g., pay stubs, tax return)
- Copy of my utility bill
- Any other required documentation

I appreciate your assistance in processing my application and look forward to your prompt response. If you require any further information, please do not hesitate to contact me.

Thank you for your time and attention.

Sincerely,

[Your Name]