

Utility Tax Credit Information Update Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Contact or Customer Service],

I am writing to request an update to my utility tax credit information. My account number is [Your Account Number], and I would like to ensure that my records reflect my current eligibility status for the utility tax credit.

Please let me know if any additional documentation or information is needed from my side to process this request. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]