

Utility Company Name

Date: [Insert Date]

[Recipient's Name]

[Utility Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to inquire about the confirmation of my recent electronic transaction regarding my utility services. The transaction took place on [Insert Transaction Date] and the reference number is [Insert Transaction Reference Number].

I would appreciate it if you could confirm whether my payment has been processed successfully. Additionally, please provide me with any relevant details associated with this transaction.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Phone Number]

[Your Email Address]