

Request for Utility Payment Status Verification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Contact Name],

I am writing to formally request verification of the payment status for my utility account with your company. My account number is [Insert Account Number].

I would appreciate it if you could provide me with the current status of my payment, including any outstanding balances or recent payments made.

Sincerely,

[Your Name]