

Utility Account Payment Validation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Subject: Payment Validation for Account #[Account Number]

Dear [Utility Company Name],

I am writing to request validation of my payment for my utility account #[Account Number]. I made a payment on [Payment Date] in the amount of [Payment Amount].

For your reference, my account details are as follows:

- Account Number: [Account Number]
- Payment Amount: [Payment Amount]
- Payment Date: [Payment Date]
- Payment Method: [Payment Method]

I appreciate your prompt attention to this matter. Please confirm receipt of this payment and provide any necessary documentation for my records.

Thank you for your assistance.

Sincerely,

[Your Name]