

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Subject: Request for Utility Payment Verification

Dear [Utility Company Customer Service],

I hope this message finds you well. I am writing to request verification of my recent utility payments associated with my account number [Your Account Number]. This is necessary for [specific reason, e.g., loan application, rental agreement].

Below are the details of my recent payments:

- Date of Payment: [Payment Date 1] - Amount: [Payment Amount 1]
- Date of Payment: [Payment Date 2] - Amount: [Payment Amount 2]
- Date of Payment: [Payment Date 3] - Amount: [Payment Amount 3]

I would appreciate it if you could send me a confirmation of these payments at your earliest convenience. If you require any further information, please do not hesitate to contact me by phone or email.

Thank you for your attention to this matter.

Sincerely,

[Your Name]