

Utility Service Payment Receipt Inquiry

Date: [Insert Date]

To,
Customer Service Department
[Utility Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Inquiry Regarding Payment Receipt

Dear [Customer Service Representative],

I hope this message finds you well. I am writing to inquire about my recent payment for my utility service with your company. I made a payment of [Insert Amount] on [Insert Payment Date], but I have not received a receipt for this transaction.

Could you please provide me with a confirmation of this payment and a copy of the receipt? My account details are as follows:

- Account Name: [Your Name]
- Account Number: [Your Account Number]
- Service Address: [Your Service Address]

Your prompt assistance in this matter would be greatly appreciated. Thank you for your attention to this issue.

Sincerely,
[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]