

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

BGE Customer Service

[Address of BGE]
[City, State, Zip Code]

Subject: Request for Security Deposit Refund

Dear BGE Customer Service,

I hope this message finds you well.

I am writing to formally request the refund of my security deposit related to my account [Your Account Number]. I meet the eligibility requirements outlined in your policies, including [mention any specific criteria such as good payment history, account duration, etc.].

According to my records, the security deposit of [amount] was paid on [date of deposit]. Since that time, I have consistently maintained my account in good standing, with no late payments.

I kindly ask that you review my account and proceed with the necessary steps to refund my security deposit at your earliest convenience. Should you require any further information or documentation, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]