

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

[Recipient's Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Subject: Request for Access to BGE Account

Dear [Recipient's Name],

I am writing to formally request access to my BGE account. My account number is [Your Account Number], and I would like to gain access to my online account for [specific reasons, e.g., monitoring usage, paying bills, etc.].

Please let me know if any further information is needed to complete my request. I appreciate your assistance and look forward to your prompt response.

Sincerely,

[Your Name]