

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
Customer Service
BGE
[Company Address or Online Contact Info]
[City, State, Zip Code]
Dear BGE Customer Service,
Subject: Request for BGE Account Access
I hope this message finds you well. I am writing to request access to my BGE account. Below are my account details for your reference:
- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Service Address: [Your Service Address]
Due to [briefly explain the reason for your request, e.g., "recent issues accessing my account online"], I would appreciate your assistance in re-establishing my access.
Please let me know what information or documentation you require from my end to expedite this process.
Thank you for your prompt attention to this matter. I look forward to your swift response.
Sincerely,
[Your Name]