

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

Subject: Subject Access Request

Dear [Utility Company Customer Service/Specific Department if known],
I am writing to formally request access to my personal data in accordance with [insert applicable data protection law, e.g., the General Data Protection Regulation (GDPR) for EU residents or the Data Protection Act 2018 in the UK].

Please provide me with a copy of all personal data that you hold about me, which may include but is not limited to:

- Account details and usage history
- Billing information
- Correspondence and communication records
- Any other personal information related to my account

I expect this information to be provided to me within the legally required timeframe of [insert specific timeframe, e.g., one month].

For verification purposes, I have attached a copy of my identification [or specify any other proofs you are enclosing]. My account details are as follows:

- Account Number: [Your Account Number]
- Full Name: [Your Full Name]

If you need any further information to assist with my request, please do not hesitate to contact me at the email address or phone number provided above.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]