

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

Dear [Customer Service/Specific Name],

Subject: Electricity Bill Payment

I am writing to confirm my payment for the electricity bill for the period of [Billing Period]. I have enclosed a payment of [Amount] with this letter, which covers my account number [Your Account Number].

Please ensure that this payment is applied to my account. Should you require any further information or if there are any issues with this transaction, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]