

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

Subject: Electricity Bill Payment Authorization Letter

Dear [Utility Company Name/Customer Service],

I, [Your Name], hereby authorize [Authorized Person's Name] to make payment on my behalf for the electricity bill associated with my account number [Your Account Number].

This authorization is valid for the payment due on [Due Date] for the billing period of [Billing Period].

Please provide [Authorized Person's Name] with any necessary information or assistance required to process this payment.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]