

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

Subject: Electricity Bill Payment Confirmation

Dear [Utility Company Name/Customer Service],

I am writing to confirm the payment of my electricity bill for the month of [Month/Year]. Below are the details of the transaction:

- Account Name: [Your Name]
- Account Number: [Your Account Number]
- Payment Amount: [Payment Amount]
- Payment Method: [e.g., Credit Card, Bank Transfer, etc.]
- Transaction Reference Number: [Reference Number]
- Date of Payment: [Payment Date]

Please update my account accordingly and confirm receipt of this payment at your earliest convenience. If there are any issues or further information required, feel free to contact me.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]