

[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

Dear [Utility Company's Customer Service/ Billing Department],  
I am writing to confirm my payment for the electricity bill dated [Bill Date] for the account number [Your Account Number]. The total amount due is [Amount].

I have made the payment through [Payment Method, e.g., bank transfer, online payment] on [Payment Date]. Please find the transaction details below:

- Transaction ID: [Transaction ID]
- Amount Paid: [Amount]
- Payment Date: [Payment Date]

If you have any questions or require further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,  
[Your Name]