

[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 Notification

Dear [Utility Company Name/Customer Service],

I am writing to notify you that I have submitted my payment for the electricity bill dated [Bill Date]. The details of the payment are as follows:

- Account Number: [Your Account Number]
- Payment Amount: \$[Amount]
- Payment Method: [Credit Card/Bank Transfer/etc.]
- Transaction Date: [Date of Payment]
- Confirmation Number: [Confirmation Number]

Please ensure that my account reflects this payment. If there are any issues or discrepancies, do not hesitate to contact me at the above phone number or email address.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]