

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

Dear [Utility Company Name or Customer Service],

Subject: Electricity Payment for Account #[Account Number]

I hope this letter finds you well. Please find enclosed my payment for the electricity bill for the period of [Billing Period]. The total amount due is \$[Amount].

For your records, I have included the following details:

- Account Number: [Account Number]
- Billing Period: [Billing Period]
- Payment Amount: \$[Amount]
- Payment Method: [Check/Credit Card/Other]

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 Signature (if sending a hard copy)]
[Your Printed Name]