

[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 Service Payment

Dear [Utility Company Name/Customer Service],

I hope this letter finds you well. I am writing to inform you about my recent payment for the electricity service provided at my residence.

Account Number: [Your Account Number]

Billing Period: [Start Date] to [End Date]

Payment Amount: [Total Amount Paid]

I have enclosed a copy of my payment confirmation and any additional documents relevant to this payment. I kindly ask you to confirm the receipt of this payment and update my account accordingly.

Thank you for your prompt attention to this matter. Should you have any questions or require further information, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]