

[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

Dear [Utility Company Customer Service/Specific Person's Name],  
I hope this letter finds you well. I am writing to formally submit my payment for the electricity bill for the account number [Your Account Number], which is due on [Due Date]. Enclosed with this letter, you will find a check/money order for the amount of [Amount Due].

I kindly request you to confirm the receipt of this payment and update my account accordingly. Should there be any issues or further information needed regarding this payment, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title, if applicable]