

[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 Customer Service Team/Specific Contact Name],  
Subject: Payment of Electricity Bill - Account #[Your Account Number]  
I hope this message finds you well. I am writing to confirm my payment for the electricity bill due for the period of [Billing Period, e.g., "September 1, 2023, to September 30, 2023"]. The total amount due is [Total Amount Due].

To ensure timely processing, I have made the payment on [Payment Date] through [Payment Method, e.g., "online banking", "credit card", etc.]. Please find the transaction details below:

- Transaction ID: [Transaction ID or Confirmation Number]
- Amount Paid: [Amount Paid]
- Payment Reference: [Payment Reference if applicable]

If you have any questions or require further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address]. Thank you for your assistance. I appreciate your commitment to providing reliable service.

Warm regards,

[Your Name]  
[Your Account Number] (if applicable)