

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

Subject: Payment for Electricity Bill

Dear [Utility Company Name],

I hope this letter finds you well. I am writing to submit my payment for the electricity bill for the account number [Your Account Number] for the billing period of [Billing Period].

Enclosed with this letter, please find a check/money order for the amount of [Amount Due]. I kindly request that you confirm the receipt of this payment at your earliest convenience.

If you have any questions or require further information, please do not hesitate to contact me at the phone number or email address listed above.

Thank you for your attention to this matter.

Sincerely,
[Your Name]