

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

[Utility Company Name]
[Utility Company Address]
[City, State, Zip Code]

Subject: Utility Bill Payment

Dear [Utility Company Name/Customer Service Team],
I hope this letter finds you well. I am writing to submit my payment for my recent utility bill [Account Number: #####].
Enclosed, please find a cheque/money order in the amount of [Amount] for the billing period of [Start Date] to [End Date].
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]
[Your Signature (if sending a hard copy)]