

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

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

Subject: Initial Utility Bill Payment

Dear [Utility Company Name],

I hope this letter finds you well. I am writing to inform you that I am submitting my initial utility bill payment for my account, [Your Account Number], for the service address [Service Address].

Enclosed with this letter, you will find my payment of [\$Amount] as of [Due Date]. Please let me know if there are any issues regarding this payment.

Thank you for your prompt attention to this matter. I look forward to being a satisfied customer of your services.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]