

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

Subject: Utility Bill Payment

Dear [Utility Company Name/Customer Service],
I hope this letter finds you well.

I am writing to inform you that I have enclosed my payment for the utility bill dated [Bill Date] with account number [Account Number]. The amount due is [Amount Due], and I am submitting this payment via [payment method, e.g., check, money order].

Please find the payment enclosed with this letter. I kindly request that you confirm the receipt of this payment.

Thank you for your attention to this matter. If you require any further information, please do not hesitate to contact me.

Sincerely,
[Your Name]