

[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 Acknowledgment

Dear [Utility Company Customer Service/Specific Name],

I am writing to acknowledge the receipt of my utility bill payment for the account number [Account Number]. The payment was made on [Payment Date] in the amount of [Payment Amount].

Please confirm that the payment has been processed and my account is in good standing. Thank you for your assistance.

Sincerely,

[Your Name]
[Your Account Number]
[Your Contact Information]