

[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 Confirmation

Dear [Utility Company Name/Customer Service],

I am writing to confirm that I have successfully made the payment for my utility bill. Below are the details of the transaction:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Payment Amount: [Payment Amount]
- Payment Date: [Payment Date]
- Payment Method: [e.g., Credit Card, Bank Transfer]
- Transaction Reference Number: [Reference Number]

Please update your records to reflect this payment. If you have any questions or require further information, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,
[Your Name]