

[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 Department],
I hope this letter finds you well. I am writing to confirm the payment of
my utility bill for the period of [Billing Period].

Account Number: [Your Account Number]

Billing Amount: [Total Amount Due]

Payment Method: [Credit Card/Check/Online Transfer]

Transaction ID (if applicable): [Transaction ID]

Payment Date: [Date of Payment]

Please let me know if you require any further information regarding this
payment. Thank you for your attention to this matter.

Sincerely,
[Your Name]