

[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 Withdrawal Request

Dear [Utility Company Customer Service/Specific Contact Name],
I hope this letter finds you well. I am writing to formally request the withdrawal of the payment made for my utility bill for the month of [Month, Year] under account number [Your Account Number].

Due to [reason for withdrawal, e.g., billing error, payment made in error, etc.], I kindly ask that you review my account and process the withdrawal of the payment of [Amount] made on [Date of Payment].

Please let me know if you need any further information or documentation to assist in processing this request. You can reach me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]