

[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 Payment Notification

Dear [Utility Company Customer Service/Specific Contact Name],
I hope this letter finds you well. I am writing to notify you of my utility payment for the account with the following details:

- **Account Number:** [Your Account Number]
- **Service Address:** [Your Service Address]
- **Payment Amount:** [Amount]
- **Payment Method:** [e.g., Online payment, check, etc.]
- **Payment Date:** [Date Payment Was Made]

I kindly request that you confirm the receipt of this payment and update my account accordingly. If you have any questions or require further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,
[Your Name]