

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]
[Landlord's Name]
[Landlord's Address]
[City, State, Zip Code]

Dear [Landlord's Name],

Subject: Request for Utility Bill Reimbursement

I hope this message finds you well. I am writing to formally request reimbursement for utility bills paid during the period of [start date] to [end date] for the property located at [Tenant's Address].

As per our rental agreement, it was agreed that these expenses would be covered by you. I have attached copies of the utility bills for your review. The total amount incurred during this period is [Total Amount].

Please let me know if you need any further information or documentation.

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]