

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

[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Subject: Expense Reimbursement Request for Utility Bills

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request reimbursement for utility expenses incurred during [specific time period] as part of my [work-related activities/assignment].

Please find the details of the incurred expenses below:

- **\*\*Utility Service Provider\*\***: [Name of the provider]
- **\*\*Account Number\*\***: [Account number]
- **\*\*Billing Period\*\***: [Start Date] to [End Date]
- **\*\*Total Amount Due\*\***: \$[Amount]
- **\*\*Attached Documents\*\***: [List attached documents, e.g., copies of bills, payment receipts]

I kindly ask for the reimbursement to be processed at your earliest convenience. Should you require any further information or documentation, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Job Title]  
[Your Department]