

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

[Utility Company's Name]
[Utility Company's Address]
[City, State, Zip Code]

Subject: Request for Utility Bill Reimbursement

Dear [Utility Company's Customer Service Department/Specific Person's Name],

I hope this message finds you well. I am writing to formally request a reimbursement for my utility bill dated [insert date] due to [briefly explain the reason for the reimbursement request, e.g., billing error, overpayment, service interruption].

My account number is [insert account number], and the total amount billed was [insert amount]. Upon reviewing the charges, I found that [explain details of the discrepancy or reason for reimbursement].

I have enclosed copies of the relevant documents, including [list any attached documents, e.g., past utility bills, payment receipts]. I kindly ask you to review my request and process the reimbursement at your earliest convenience.

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)]