

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

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

Subject: Utility Bill Reimbursement Request

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request reimbursement for utility expenses incurred during [specific period], totaling [amount].

The details of the utility bill are as follows:

- Utility Provider: [Utility Provider Name]
- Account Number: [Account Number]
- Billing Period: [Billing Period Dates]
- Total Amount: [Total Amount]

Attached to this letter is a copy of the utility bill for your reference.

I kindly request that the reimbursement be processed at your earliest convenience. Thank you for your attention to this matter. Please feel free to contact me if you need any additional information.

Sincerely,

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