

[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: Request for Utility Bill Reimbursement

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request reimbursement for utility expenses incurred during the period of [start date] to [end date].

The details of the utility bills are as follows:

- Utility Provider: [Name of Utility Company]
- Account Number: [Account Number]
- Total Amount Paid: [Amount]
- Payment Date: [Date of Payment]

I have attached copies of the utility bills and payment receipts for your reference. As per our agreement/policy [reference any relevant policy or agreement], I am entitled to reimbursement for these expenses.

Please let me know if you require any additional information or documentation to process this request. I appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]