

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

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

Subject: Utility Bill Reimbursement Request

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request reimbursement for utility expenses incurred during [specify time period] due to [briefly explain reason if applicable].

Attached to this letter, you will find copies of the utility bills along with any necessary documentation required for processing my request. The total amount I am seeking for reimbursement is [specify amount].

I appreciate your prompt attention to this matter, and I look forward to your response. Please let me know if you require any further information or additional documentation.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]