

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request reimbursement for utility payments made on [mention dates or period] for [specify the purpose, e.g., business use, relocation expenses, etc.].

The details of the payments are as follows:

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

Attached are copies of the relevant bills and proof of payment for your review.

I appreciate your attention to this matter and look forward to your prompt response. Should you require any additional information, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Position, if applicable]