

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

Dear [Recipient Name],

Subject: Request for Utility Bill Reimbursement

I am writing to formally request reimbursement for a utility bill that was mistakenly charged to my account for the period of [insert time period].

The details of the bill are as follows:

- Account Number: [Your Account Number]
- Bill Amount: [Amount]
- Billing Date: [Billing Date]

Upon reviewing my billing history and usage, I noticed that [briefly explain the reason for the reimbursement request, e.g., incorrect rate applied, services not used, etc.]. I have attached copies of relevant documents, including the bill and my account statement, for your reference.

I kindly ask you to review this matter and process the reimbursement at your earliest convenience. If you require any additional information or documentation, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

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