

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Utility Company 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 my recent utility bill for the period of [billing period] which I have attached for your reference.

Due to [brief explanation of the situation], I believe I am eligible for reimbursement in accordance with [mention any relevant policy, program, or agreement, if applicable].

The total amount in question is [amount]. I have completed the necessary forms and included any required documentation for your review.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]