

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

Dear [Recipient's Name],

I am writing to request reimbursement for the utility bills incurred during my residency at [Your Address] from [Start Date] to [End Date]. As per our agreement, I am entitled to reimbursement for these expenses. Attached, please find copies of the utility bills for the months of [List Months] totaling [Total Amount]. I have highlighted the relevant charges for your convenience.

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

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]