

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

[Employer's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Employer's Name],

Subject: Utility Bill Reimbursement Request

I hope this message finds you well. I am writing to formally request reimbursement for utility expenses incurred during [specific time period or project].

As outlined in our company policy regarding reimbursement for work-related expenses, I have attached copies of the relevant utility bills for your review. The total amount for reimbursement is [total amount]. Details of the utility bills are as follows:

- Utility Provider: [Provider Name]
- Account Number: [Account Number]
- Billing Period: [Start Date] to [End Date]
- Amount Due: [Amount]

I appreciate your attention to this matter and look forward to your prompt response. If you require any additional information or documentation, please do not hesitate to reach out.

Thank you for your consideration.

Sincerely,

[Your Name]  
[Your Job Title]