

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

[Recipient Name]
[Agency/Organization Name]
[Address]
[City, State, Zip Code]

Subject: Request for Utility Bill Reimbursement

Dear [Recipient Name],

I hope this letter finds you well. I am writing to request reimbursement for my utility bills under the government assistance program.

Enclosed are copies of my utility bills for the months of [Month/Year] through [Month/Year], totaling [Total Amount]. As a participant in the [specific program name], I believe I qualify for the reimbursement that is offered.

Please let me know if you require any further information or documentation to process my request. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]