

[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],

Subject: Utility Bill Reimbursement for Tax Purposes

I hope this letter finds you well. I am writing to formally request reimbursement for utility bills incurred during the period of [start date] to [end date] related to [specific reason for reimbursement, e.g., a work project, temporary relocation, etc.].

Attached, please find copies of the utility bills for the mentioned period, along with any additional documentation required. The total amount for reimbursement is [\$amount].

This reimbursement is necessary for my tax records, and I would appreciate your prompt attention to this matter.

Thank you for your assistance. If you have any questions or require further information, please do not hesitate to contact me.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Company Name, if applicable]