

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

Dear [Recipient's Name],

Subject: Utility Bill Reimbursement Request

I hope this letter finds you well. I am writing to request reimbursement for utility bills that I incurred during the period of [Start Date] to [End Date]. As per our agreement/your policy, I believe I am eligible for reimbursement for the following expenses:

1. **\*\*Utility Type (e.g., Electricity)\*\***

- Bill Amount: \$[Amount]
- Account Number: [Account Number]
- Due Date: [Due Date]

2. **\*\*Utility Type (e.g., Water)\*\***

- Bill Amount: \$[Amount]
- Account Number: [Account Number]
- Due Date: [Due Date]

Enclosed are copies of the bills for your reference. I kindly request that the reimbursement amount of \$[Total Amount] be processed at your earliest convenience.

Thank you for your attention to this matter. If you need any further information or documentation, please feel free to contact me.

Sincerely,

[Your Name]

[Your Job Title, if applicable]