

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

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Subject: Utility Bill Reimbursement Notice

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request reimbursement for the utility bills incurred during [specify time period]. As per our agreement, these expenses were to be covered [mention any relevant agreement or policy details].

Attached to this letter, you will find copies of the utility bills and any other supporting documents required for processing this request. The total amount being requested for reimbursement is [specify amount].

Please let me know if you need any further information or documentation to expedite the reimbursement process. I appreciate your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]