

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a reimbursement for the utility bill incurred during my time as a student at [University/College Name].

As a [mention your status, e.g., undergraduate/graduate student] enrolled in [Your Program/Field of Study], I have been managing my finances meticulously. On [Date of Bill], I received a utility bill amounting to [Amount] for my residence at [Residence Address].

As part of an agreement or support program for students, I believe I am eligible for reimbursement for this bill. I have attached all required documentation, including a copy of the utility bill and proof of payment, for your review.

I would appreciate it if you could process this request at your earliest convenience. If you require any additional information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Student ID (if applicable)]
[University/College Name]