

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

Dear [Utility Company Customer Service/Specific Contact Name],

Subject: Request for Utility Bill Details

I hope this message finds you well. I am writing to request detailed information regarding my utility bill for the following account:

- Account Name: [Your Name/Business Name]
- Account Number: [Your Account Number]
- Service Address: [Your Service Address]

Specifically, I would like to obtain details about the following:

- [Specify the details you need, e.g., usage history, billing statements, payment history, etc.]

If possible, please provide this information via email at [Your Email Address] or by mail to my address listed above.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,
[Your Name]