

[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 Name or Customer Service Department],

Subject: Request for Utility Bill Verification

I hope this message finds you well. I am writing to request verification of my utility bill for the account listed below:

Account Name: [Your Name]

Account Number: [Your Account Number]

Billing Address: [Your Billing Address]

Period of Billing: [Start Date] to [End Date]

I require this verification for [briefly explain the reason, e.g., loan application, rental agreement, etc.]. Kindly provide confirmation that the details of my bill are accurate and up to date.

Please let me know if you need any further information or documentation from my end.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]