

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

Subject: Verification of Utility Bill

Dear [Utility Company Customer Service],

I hope this message finds you well. I am writing to request verification of my utility bill for the account number [Your Account Number].

Details of the bill are as follows:

- Billing Period: [Start Date] to [End Date]
- Amount Due: [Amount]
- Due Date: [Due Date]

Please confirm that the details provided are accurate and associated with my account. If any discrepancies exist, kindly inform me at your earliest convenience.

Thank you for your assistance in this matter.

Sincerely,

[Your Name]

[Your Account Number] (if applicable)