

[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 Manager or Appropriate Title],  
I hope this message finds you well. I am writing to request a copy of my utility bill for the account associated with the following details:

Account Holder Name: [Your Name]

Account Number: [Your Account Number]

Service Address: [Your Service Address]

Billing Period: [Specific Period You Need the Bill For]

I require this document for [brief reason, e.g., documentation for verification, tax purposes]. I would appreciate it if you could send the requested bill via [email or postal mail, specify preference].

Thank you for your prompt attention to this matter. If you need any further information or verification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]