

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

[Utility Company Name]  
[Utility Company Address]  
[City, State, Zip Code]

Subject: Endorsement of Utility Bill

Dear [Utility Company Representative's Name],

I am writing to formally endorse the utility bill for my account  
#[Account Number] for the billing period of [Billing Period].

Please find attached a copy of the utility bill for your records.

Thank you for your assistance. Should you require any additional  
information, feel free to contact me at [Your Phone Number] or [Your  
Email Address].

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title/Position, if applicable]