

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Utility Company Name]  
[Utility Company Address]  
[City, State, ZIP Code]  
Subject: Utility Bill Confirmation  
Dear [Utility Company Name],  
I am writing to confirm the receipt and accuracy of my utility bill for  
the period of [billing period].  
Account Number: [Your Account Number]  
Bill Amount: [Amount Due]  
Due Date: [Due Date]  
Please let me know if there are any discrepancies or additional  
information required regarding my account.  
Thank you for your attention to this matter.  
Sincerely,  
[Your Name]  
[Your Signature (if sending a hard copy)]