

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

Subject: Request for Utility Bill Details

Dear [Utility Company Customer Service/Specific Contact Name],
I hope this message finds you well. I am writing to request detailed information regarding my utility account. Below are the relevant details:

- **Account Holder Name:** [Your Name]
- **Account Number:** [Your Account Number]
- **Service Address:** [Your Service Address]

I would appreciate it if you could provide me with the following details:

1. A copy of my recent utility bill(s)
2. Information on any outstanding balance or payment history
3. Details regarding any rate changes, if applicable

Thank you for your assistance in this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Signature (if sending a hard copy)]