

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

Subject: Utility Bill Statement for Account [Your Account Number]

Dear [Utility Company Customer Service/Specific Contact Name],  
I hope this letter finds you well. I am writing to request a statement of  
my utility bill for the account referenced above.

Details of the account are as follows:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Billing Period: [Start Date] to [End Date]

I would appreciate it if you could provide me with a detailed statement  
showing the charges, payments, and any applicable taxes or fees for this  
billing period.

Thank you for your assistance. Should you need any further information,  
please do not hesitate to reach out to me at the contact information  
provided above.

Sincerely,

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