

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

[Utility Company Name]
[Customer Service Department]
[Utility Company Address]
[City, State, Zip Code]

Subject: Utility Address Verification

Dear [Utility Company Customer Service],

I hope this letter finds you well. I am writing to request verification of the service address associated with my utility account.

Account Number: [Your Account Number]

Service Address: [Your Service Address]

I would appreciate it if you could confirm that the above address is registered in your system as the service location for my account. This verification is needed for [reason, e.g., updating records, loan application, etc.].

If further information is required, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]