

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

Xcel Energy

[Customer Service Address]
[City, State, Zip Code]

Subject: Request for Utility Deposit Refund

Dear Xcel Energy Customer Service,

I hope this message finds you well. My name is [Your Name], and I am a customer with account number [Your Account Number]. I am writing to formally request a refund of my utility deposit that was paid on [Date of Deposit] when I initiated service at [Service Address].

According to my records, I have maintained my account in good standing and have met all the necessary requirements for a refund of my deposit. In accordance with your policy, I believe I am eligible for this refund, as my account has been active for [Duration of Service] and has not incurred any late payments.

Please find attached any relevant documentation to support my request, including my account statements and payment history. I would appreciate your prompt attention to this matter and look forward to receiving confirmation of my deposit refund.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]