

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

[Utility Company Name]
[Company Address]
[City, State, ZIP Code]

Subject: Address Proof Letter

Dear [Utility Company Name or Specific Department],
I am writing to request an official utility bill to serve as proof of my address. My account details are as follows:

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

Please include the following details on the bill:

- Full name and address
- Utility service details
- Billing period

I appreciate your prompt assistance with this matter. Should you require additional information, please do not hesitate to contact me.

Thank you for your attention to this request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]