

[Your Name]
[Your Service Address]
[City, State, Zip Code]
[Your Account Number]

[Date]

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

Subject: Verification of Utility Service for the Past 30 Days

To Whom It May Concern,

I am writing to formally request a verification of service for the utility account listed above. I require this documentation to confirm that service has been active and in good standing at my address for the immediate past thirty (30) days.

Please provide a letter or a statement on company letterhead that includes the following information:

- The name of the account holder.
- The service address.
- Confirmation that the account has been active from [Start Date] to [End Date].
- The current status of the account.

This verification is needed for [State Purpose, e.g., Residency Verification / Loan Application / Proof of Address].

Please send the requested documentation to my email at [Your Email Address] or mail it to the service address provided above.

Thank you for your prompt assistance with this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Phone Number]