To Place:

The \_\_\_\_\_\_\_\_\_Electricity dept, Date:

Address.

Sub: Electricity bill not received for the month of **Jan 2021**.

Dear Sir/Madam,

I, **P Sandeep Kumar**, resident of house no **15-2, Laxmi Nagar, Yendada, Visakhapatnam**.

We didn’t receive an electricity bill for the month of **January 2021**, all our neighbours have received their bill.

So here we are requesting you to please issue the bill to use for the service number **12456B6254897**.

Thanking you.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_.