

# Example of Required Information for a Residential Letter of Credit submitted to Huntsville Utilities, Huntsville AL 35804

## Utility Letterhead - Required

Current Date

To Whom It May Concern:

Re: Account No: XXXXXXXX

The following information is being furnished from our records as requested regarding the electric and/or gas utility service for the following customer:

Mr. and Ms. John Smith  
123 Main Street  
Anywhere, USA 11111

Dates of Continuous Service: From: (month/day/year) To: (month/day/year)

Number of Times Collector Visited the Customer in past 12\* months: \_\_\_\_\_

Number of Times Disconnected for Non-Pay in past 12\* months: \_\_\_\_\_

Number of Returned Check Notices in past 12\* months: \_\_\_\_\_

**\*12 month history is required to qualify for the deposit reduction with Huntsville Utilities**

Sincerely,

Utility Official

Good Letter of Credit must be submitted at time of application to qualify for a reduced deposit.  
Please fax to 256-535-1381