



**I AM  
PETERSBURG  
VIRGINIA**

**Date:** July 19, 2021

Office of the Director  
Department of Public Works & Utilities  
1340 E. Washington St.  
Petersburg, Virginia 23803

Phone: (804) 733-2353  
Email: [tinnis@petersburg-va.org](mailto:tinnis@petersburg-va.org)

**TANGELA INNIS**  
DIRECTOR

Dear Resident,

This letter is to inform you that during the process of printing and sealing this month's utility bills, there were approximately 75 bills damaged by the sealing machine. The damaged bills could not be mailed last week. Unfortunately, your utility bill was damaged.

Included in the envelope with this letter is a supplemental bill that clearly displays all the information that your bill includes as well as the damaged bill for reference. We apologize for any inconvenience that this may cause.

The sealer machine was repaired today, and the City does not anticipate this mechanical issue again.

If you have any questions or need any assistance, please email, or call the Utility Billing department at [utilitybilling@petersburg-va.org](mailto:utilitybilling@petersburg-va.org) or 804-733-2337 ext. 2533.

Best regards

A handwritten signature in cursive script that reads "Tangela Innis".

Tangela Innis,  
Director of Public Works and Utilities