

# **Subject: Request for Monthly E-Bill Statements**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the transition to receiving my billing statements electronically on a monthly basis.

As a customer of [Company Name], I believe that receiving e-bill statements will not only enhance my experience but also contribute to environmentally friendly practices.

Please consider my appeal to switch to monthly e-bill statements at your earliest convenience. I appreciate your attention to this matter and look forward to your positive response.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]