

Application for E-Billing Setup

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to request the setup of e-billing for my account with your company. I believe that e-billing will help streamline my billing process and enhance my overall experience.

My account details are as follows:

- Account Number: [Insert Account Number]
- Account Name: [Insert Account Name]

Please let me know the next steps to complete this process. Thank you for your attention to this matter.

Sincerely,

[Your Name]