

Demand for Paperless Billing

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Company Name],

I am writing to formally request that all billing statements and related correspondence be sent to me electronically, in accordance with my preferences for paperless billing. I believe this change will promote environmental sustainability and minimize clutter.

Please update my account information accordingly and confirm when this change has been implemented. My account details are as follows:

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

Thank you for your attention to this matter. I look forward to your prompt response confirming my paperless billing request.

Sincerely,

[Your Name]