

Request for Electronic Billing Enrollment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request enrollment in your electronic billing system. I believe this option will not only streamline my billing experience but also help in reducing paper waste.

My account details are as follows:

- Account Name: [Your Account Name]
- Account Number: [Your Account Number]

Please let me know if you require any further information to process my request. I look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]