

Request for Budget Billing Service Initiation

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Contact Name],

I am writing to request the initiation of the Budget Billing Service for my account ([Your Account Number]). I believe that this service will help me manage my utility expenses more effectively by averaging my monthly bills.

As a valued customer, I appreciate the flexibility and convenience offered by this billing option, especially during peak usage months. I understand the terms and conditions associated with the Budget Billing Service and agree to abide by them.

Please let me know the necessary steps to begin this service, as well as any documentation you may require from my end.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]