

Notification of Direct Debit for Utility Billing

Dear [Customer's Name],

We are writing to inform you that your utility billing payments will now be processed via direct debit from your bank account.

Your monthly payment of [Amount] will be automatically deducted on the [Due Date] of each month. This change will help ensure that your payments are made on time and without any hassle.

If you have any questions or need further assistance, please feel free to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Company Phone Number]

[Company Email]