

Request for Utility Direct Debit Arrangement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Name],

I am writing to request a direct debit arrangement for my utility payments. My account details are as follows:

Account Name: [Your Account Name]

Account Number: [Your Account Number]

I would like my payments to be deducted on the [Preferred Date] of each month. Please let me know if there are any forms or additional information you require to process this request.

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

Sincerely,

[Your Name]