

Utility Payment Direct Debit Enrollment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

Customer Service Department

[Utility Company Name]

[Utility Company Address]

[City, State, ZIP Code]

Dear Customer Service Team,

I am writing to enroll in the direct debit program for my utility payments. My account details are as follows:

Account Name: [Your Name]

Account Number: [Your Account Number]

Service Address: [Your Service Address]

Please use the following bank details for the direct debit:

Bank Name: [Your Bank Name]

Account Number: [Your Bank Account Number]

Sort Code: [Your Bank Sort Code]

I understand that by enrolling in this program, my utility payments will be automatically deducted from my bank account on the due date each month. Please confirm my enrollment and let me know if any additional information is required.

Thank you for your assistance.

Sincerely,

[Your Name]