

Utility Billing Agreement

Date: [Insert Date]

[Customer's Name]

[Customer's Address]

[City, State, Zip Code]

Dear [Customer's Name],

We are pleased to present you with this letter as a formal agreement for the revised utility billing terms. This agreement is intended to clarify the new terms and ensure a smooth transition.

Revised Terms

1. Billing Cycle: [Insert New Billing Cycle]
2. Payment Due Date: [Insert New Due Date]
3. Late Fee: [Insert Late Fee Details]
4. Payment Methods: [Insert Accepted Payment Methods]

Please review the revised terms carefully. By signing below, you agree to the new utility billing terms as outlined above.

Sincerely,

[Your Name]

[Your Position]

[Utility Company Name]

[Utility Company Contact Information]

Agreed By:

Signature: _____

Name: [Customer's Name]

Date: _____