

Confirmation of Switched Utility Billing Method

Date: [Insert Date]

Recipient Name:

[Insert Recipient Name]

[Insert Recipient Address]

[Insert City, State, ZIP Code]

Dear [Recipient Name],

We are writing to confirm that your utility billing method has been successfully switched to [Insert New Billing Method] as per your request.

Your new billing method will be effective as of [Insert Effective Date]. You will receive your first bill using this method on [Insert First Bill Date].

If you have any questions or concerns regarding this change, please feel free to contact us at [Insert Contact Information].

Thank you for choosing [Utility Company Name].

Sincerely,

[Your Name]

[Your Position]

[Utility Company Name]

[Utility Company Contact Information]