

Follow-Up on Billing Method Change Request

Date: [Insert Date]

[Recipient's Name]

[Utility Company Name]

[Utility Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my previous request regarding the change in my utility billing method.

On [insert date of initial request], I submitted a request to switch my billing method from [current method] to [desired method]. As of today, I have not yet received confirmation regarding the status of this request.

I would greatly appreciate any updates you could provide regarding this matter. If there are any additional steps I need to take to facilitate this change, please let me know.

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

Sincerely,

[Your Name]

[Your Address]

[Your City, State, Zip Code]

[Your Phone Number]

[Your Email Address]