

# Utility Billing Method Selection Guidance

Date: [Insert Date]

To: [Recipient Name]

Address: [Recipient Address]

City, State, Zip: [City, State, Zip]

Dear [Recipient Name],

We understand that selecting the appropriate utility billing method is crucial for effectively managing your account. Please find below guidance on the available options:

## 1. Traditional Paper Billing

This method involves receiving a physical bill in the mail each month. It is recommended for those who prefer tangible documents.

## 2. Electronic Billing

With electronic billing, you will receive your bills via email. This is a quicker and environmentally friendly option.

## 3. Auto-Pay Option

Enrolling in auto-pay allows for automatic deduction of your bill from your bank account, ensuring you never miss a payment.

## 4. Budget Billing

This method averages your monthly payments over the year to help you manage your expenses, particularly during peak usage periods.

We encourage you to consider these options carefully and choose the method that best suits your needs. If you have any questions or need further assistance, please do not hesitate to contact us at [Contact Information].

Thank you for your attention to this matter. We look forward to serving you.

Sincerely,

[Your Name]

[Your Title]

[Utility Company Name]

[Utility Company Contact Information]