

Inquiry Regarding Utility Billing Method Modification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Representative/Department],

I hope this message finds you well. I am writing to inquire about the possibility of modifying my current utility billing method. My account number is [Your Account Number].

Currently, I am set up for [current billing method, e.g., paper billing, auto-pay]. I would like to explore options that might better suit my needs, such as [desired billing method, e.g., electronic billing, budget billing].

Could you please provide me with information regarding the steps to initiate this modification? Additionally, I would appreciate any details regarding potential fees or changes to my account that may apply.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]