

Important Notification: Update to Your Utility Billing Method

Dear Valued Customer,

We hope this message finds you well. We are writing to inform you of an important update regarding your utility billing method.

Effective [Insert Effective Date], we will be changing the way we process utility billing. You will now be able to choose from the following methods:

- Online Payment via our website
- Automatic Bank Draft
- Payment by Phone
- In-Person Payments at our office

Please update your preferred billing method by visiting our website or contacting our customer service team at [Insert Contact Information]. Your prompt attention to this matter will ensure a seamless billing experience.

Thank you for your continued support.

Sincerely,

[Your Utility Company Name]

[Your Contact Information]