

Request for Change in Utility Billing Method

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

To: [Utility Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Utility Company Customer Service/Specific Contact Name],

I hope this message finds you well. I am writing to formally request a change in my current utility billing method associated with account number [Your Account Number].

After careful consideration, I would prefer to switch to [specify the desired billing method, e.g., electronic billing, paper billing, etc.]. I believe this method will be more convenient for my current circumstances.

Please let me know if you require any further information or documentation to process my request. I appreciate your assistance and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]