

Confirmation of Automatic Payment Setup

Date: [Insert Date]

Customer Name: [Insert Customer Name]

Address: [Insert Address]

Account Number: [Insert Account Number]

Dear [Customer Name],

We are pleased to inform you that your request to set up automatic payments for your utility account has been successfully processed. Your account will now be charged automatically on the due date each month.

Details of the automatic payment setup are as follows:

- Amount: [Insert Amount]
- Payment Date: [Insert Payment Date]
- Payment Method: [Insert Payment Method]

If you have any questions or require assistance, please do not hesitate to contact our customer service at [Insert Contact Number] or [Insert Email Address].

Thank you for choosing our services!

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]

[Your Company Email]