

Inquiry About Recurring Payment Options

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Customer Service],

I hope this message finds you well. I am writing to inquire about the recurring payment options available for my utility account ([Your Account Number]). I would like to ensure that my payments are made efficiently and on time.

Could you please provide me with information regarding:

- The different recurring payment plans available
- How to set up or change my current payment method
- Any associated fees with recurring payments
- When the payments are processed each month

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

Sincerely,

[Your Name]