

# Utility Recurring Payment Authorization Request

Date: [Insert Date]

To: [Utility Company Name]

Address: [Utility Company Address]

Dear [Utility Company Name] Customer Service,

I am writing to request authorization for recurring payments for my utility account. My account details are as follows:

Account Name: [Your Name]

Account Number: [Your Account Number]

Service Address: [Your Service Address]

I would like to authorize the automatic deduction of my monthly utility bill from my bank account on the due date each month. My bank details are as follows:

Bank Name: [Your Bank Name]

Account Number: [Your Bank Account Number]

Routing Number: [Your Routing Number]

Please confirm the setup of this recurring payment and inform me of any further actions required from my side.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]