

Utility Bill Auto-Pay Enrollment Confirmation

Date: [Insert Date]

To: [Customer Name]

[Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

Thank you for enrolling in our Auto-Pay program for your utility bills. We are pleased to confirm your enrollment for your commercial account with us.

Your Auto-Pay details are as follows:

- Account Number: [Insert Account Number]
- Billing Frequency: Monthly
- Payment Method: [Insert Payment Method]
- Next Payment Date: [Insert Next Payment Date]

By enrolling in Auto-Pay, your utility bill will be automatically deducted from your designated payment method on the due date. You will receive a notification each time a payment is processed.

If you have any questions regarding this enrollment or if you would like to make any changes, please feel free to contact our customer service team at [Insert Contact Number] or [Insert Email Address].

Thank you for choosing our services.

Sincerely,

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Company Phone Number]