

Dear [Customer's Name],

We are pleased to inform you about the convenience of our Auto-Pay service for your utility bill payments.

By enrolling in Auto-Pay, your monthly utility bill will be automatically deducted from your designated bank account on the due date. This ensures timely payments and helps you avoid late fees.

To enroll, simply log in to your online account at [Website URL] and navigate to the Auto-Pay section. Follow the prompts to set up your preferred payment method.

If you have any questions or need assistance, please feel free to contact our customer service team at [Customer Service Phone Number] or email us at [Customer Service Email].

Thank you for choosing [Utility Company Name]. We appreciate your business!

Sincerely,
[Your Name]
[Your Position]
[Utility Company Name]