

# Utility Bill Auto-Pay Enrollment Confirmation

Date: [Insert Date]

Dear [Tenant's Name],

We are pleased to inform you that your request to enroll in the auto-pay program for your utility bills has been successfully processed. This convenient service will ensure that your monthly utility payments are automatically deducted from your designated account.

## Enrollment Details:

- **Tenant Name:** [Tenant's Name]
- **Rental Property Address:** [Property Address]
- **Account Number:** [Utility Account Number]
- **Auto-Pay Amount:** [Monthly Amount]
- **Payee Bank Account:** [Masked Account Number]

## Important Information:

1. Payments will be deducted on the [insert due date] of each month.
2. You will receive a notification prior to each deduction.
3. To make any changes to your account or payment method, please contact us at least three business days in advance.

Thank you for choosing our auto-pay service, which helps ensure timely payments without the hassle of checks or late fees.

If you have any questions or need further assistance, please do not hesitate to reach out.

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]  
[Contact Information]