

Update Regarding Utility Payment Preferences

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you about an important update regarding your utility payment preferences.

As of [Effective Date], we will be implementing new payment options to enhance your experience. You can now choose between the following payment methods:

- Online Payment via our website
- Phone Payment through our automated system
- Mail Payment using the enclosed envelope
- In-Person Payment at our local office

To ensure uninterrupted service, please review your current payment preferences and make any necessary changes by [Deadline]. You can update your preferences by logging into your account at [Website URL] or contacting our customer service team at [Customer Service Phone Number].

Thank you for your attention to this matter. We appreciate your prompt response and look forward to continuing to serve you.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]