

Utility Autopay Setup Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Utility Company Name]

[Utility Company Address]

[City, State, ZIP Code]

Dear [Utility Company Customer Service],

I am writing to request the setup of autopay for my utility account. Please find my account details below:

Account Holder Name: [Your Name]

Account Number: [Your Account Number]

Service Address: [Your Service Address]

I would like to authorize automatic monthly payments to be deducted from my bank account. The details of my bank account are as follows:

Bank Name: [Your Bank Name]

Account Number: [Your Account Number]

Routing Number: [Your Routing Number]

Please confirm the setup of my autopay and let me know if you require any further information.

Thank you for your assistance.

Sincerely,

[Your Name]