

Utility Bills Automatic Withdrawal Enrollment

Date: [Insert Date]

[Customer Name]

[Customer Address]

[City, State, ZIP Code]

[Utility Company Name]

[Utility Company Address]

[City, State, ZIP Code]

Dear [Customer Name],

We are pleased to inform you that you can now enroll in our Automatic Withdrawal Program for your utility bills. This convenient service allows for automatic deduction from your designated bank account to ensure that your utility bills are paid on time.

To enroll, please complete the following steps:

1. Fill out the attached Automatic Withdrawal Enrollment Form.
2. Attach a voided check from your bank account.
3. Return the completed form to our office via mail or email at [Utility Company Email].

By enrolling, you will enjoy:

- Convenience of never missing a payment.
- Peace of mind knowing your bills are handled automatically.
- Possible discounts for enrolling in the program.

If you have any questions regarding this enrollment process, please feel free to contact our customer service at [Customer Service Phone Number] or [Customer Service Email].

Thank you for choosing [Utility Company Name]. We look forward to serving you.

Sincerely,

[Your Name]

[Your Title]

[Utility Company Name]