

Application for Fixed Billing Utility Service

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

To,
The Manager,
[Utility Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Application for Fixed Billing Utility Service

Dear [Manager's Name],

I am writing to formally request the establishment of a fixed billing utility service for my account with [Utility Company Name]. My account number is [Your Account Number]. I would like to opt for this service starting from [Start Date].

The reason for my request is [briefly explain reason, e.g., budget management, predictable monthly expenses]. I believe this option will help in better financial planning and ensure uninterrupted service.

Attached are my recent utility bills and any other required documents for your evaluation.

Thank you for considering my application. I look forward to your prompt response.

Sincerely,
[Your Name]