

Adjustment Request for Paperless Billing Setup

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Billing Department],

I am writing to request an adjustment regarding my utility account, [Your Account Number], specifically concerning the setup of paperless billing.

Despite my initial request for paperless billing, I have continued to receive paper statements. I kindly ask that you review my account and confirm the adjustment to activate paperless billing. I would appreciate any assistance in ensuring that all future communications are sent electronically.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]