

# Inquiry about Paperless Billing Options

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Utility Company Name]

[Utility Company Address]

[City, State, ZIP Code]

Dear Customer Service Team,

I hope this message finds you well. I am writing to inquire about the availability of paperless billing options for my utility service account. As a conscientious customer, I am interested in transitioning to a more environmentally friendly billing method.

Could you please provide information regarding:

- The process for enrolling in paperless billing.
- Any potential benefits or discounts associated with this option.
- How I can access my bills and payment records electronically.
- Any important deadlines or changes I should be aware of.

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

Sincerely,

[Your Name]