

Registration for Paperless Utility Statements

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

To: [Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Name],

I am writing to formally request the registration for paperless utility statements. As an environmentally-conscious individual, I wish to receive my utility statements via email instead of postal mail, thus contributing to the reduction of paper waste.

Please find my details below:

- Name: [Your Name]
- Account Number: [Your Account Number]
- Email Address: [Your Email Address]

I appreciate your attention to this matter and look forward to receiving my statements electronically. Please confirm my registration at your earliest convenience.

Thank you.

Sincerely,

[Your Name]