

Utility Billing Frequency Explanation

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you about the billing frequency for your utility services.

Your utility services will be billed on a [Monthly/Quarterly/Annual] basis. This means that you will receive your bill [monthly/quarterly/annually] for the services rendered during the previous period.

Billing Period: [Start Date] to [End Date]

Due Date: [Due Date]

If you have any questions or require further clarification, please feel free to contact our customer service team at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your understanding and cooperation.

Sincerely,

[Your Company's Name]

[Your Company's Address]

[Your Company's Contact Information]