

Ending Balance Budget Letter

Last Modified on 05/11/2022 3:34 pm EDT

When budgets are nearing the end of the billing term, a budget letter can be generated for customers using this standard template.

	Account #	103580
--	-----------	--------

Dear KEN

Just a reminder that april is the month for the final payment on your budget account. As of today you have a (279.35) credit balance in your budget account. Therefore, it will not be necessary for you to make a payment.

If you wish a refund, please let us know by April. If we do not hear from you the credit will be applied to the next years Budget Plan.

We thank you for your patronage and hope this plan worked as well for you as it has for the many other customers who are using it.

Signed

jennifer