

Utility Service Modification Request

Date: [Insert Date]

To: [Utility Company Name]

Address: [Utility Company Address]

City, State, Zip Code: [Insert City, State, Zip Code]

Dear [Utility Company Customer Service/Specific Contact Name],

I am writing to formally request a modification to my existing utility service associated with my account.

Account Holder Name: [Your Name]

Account Number: [Your Account Number]

Service Address: [Your Service Address]

The details of the modification I am requesting are as follows:

- Type of Modification: [e.g., Upgrade/Downgrade, Service Type Change, Address Change]
- Description: [Provide a brief description of the requested modification]
- Effective Date: [Desired Date for the modification to take effect]

Please let me know if you require any additional information or documentation to process my request.

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

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]