

Utility Service Confirmation

Date: [Insert Date]

[Your Name]

[Your Current Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Representative's Name],

I am writing to confirm the change of address for my utility services. Please update my records to reflect the following address change:

Old Address: [Insert Old Address]

New Address: [Insert New Address]

Account Number: [Insert Account Number]

Effective Date of Change: [Insert Effective Date]

Thank you for your assistance in this matter. Please do not hesitate to contact me if you need any further information.

Sincerely,

[Your Name]