

Amendment Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

To Whom It May Concern,

I am writing to inform you of an amendment to my utility service account. Please note the following details:

Previous Account Number: [Old Account Number]

New Account Number: [New Account Number]

This change has been made due to [reason for change, e.g., a merger, relocation, etc.]. I request that you update your records accordingly.

If you have any questions or require further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]