

# Notification of Utility Account Number Adjustment

Dear [Customer Name],

We are writing to inform you of an adjustment made to your utility account with us. Your new account number is [New Account Number].

This adjustment is effective as of [Effective Date]. Please use your new account number for any future correspondence and payments.

If you have any questions regarding this change, feel free to contact our customer service department at [Customer Service Number] or [Customer Service Email].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Utility Company Name]

[Utility Company Address]

[Utility Company Phone Number]