

Request for Utility Account Number Correction

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Customer Service],

I hope this letter finds you well. I am writing to formally request a correction to my utility account number associated with my account. My current account number is [Incorrect Account Number], and I believe it should be corrected to [Correct Account Number].

This correction is necessary due to [brief explanation of the reason for the needed correction, e.g., a clerical error, misunderstanding, etc.]. I have attached supporting documents to assist with this request.

I kindly ask that you process this correction at your earliest convenience. Should you require any further information or documentation, please do not hesitate to contact me via phone or email.

Thank you for your attention to this matter.

Sincerely,

[Your Name]