

Utility Account Update

Date: [Insert Date]

To: [Utility Company Name]

Address: [Utility Company Address]

Dear [Utility Company Customer Service],

I am writing to inform you of an update regarding my utility account. My account number is [Old Account Number]. I would like to request that my account be updated to the following number:

New Account Number: [New Account Number]

Please let me know if you require any further information or documentation to process this change.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Contact Information]