

Utility Account Number Change Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Customer Service],

I am writing to formally request a change to my utility account number. My current account number is [Current Account Number], and I would like to have it changed to [New Account Number].

This change is necessary because [brief explanation of reason for the change, e.g., "I have moved to a new residence" or "I have changed my billing information"]. I appreciate your assistance in processing this request as soon as possible.

If you need any additional information or documentation to proceed with this request, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]