

# Utility Account Number Revision Notice

Date: [Insert Date]

Dear [Customer Name],

We are writing to inform you that your utility account number has been revised. Your new account number is: **[New Account Number]**.

This change is effective immediately. Please use this new account number for all future correspondence and payments.

If you have any questions or require further assistance, please do not hesitate to contact our customer service team at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Utility Company Name]

[Utility Company Address]

[Utility Company Phone Number]