

Utility Account Number Update

Date: [Insert Date]

To: [Utility Company Name]

Customer Name: [Your Name]

Account Number: [Old Account Number]

Subject: Update of Utility Billing Account Number

Dear [Utility Company Representative's Name],

I am writing to request an update to my utility billing account number. My current account number is [Old Account Number], and I would like to update it to [New Account Number].

Please let me know if any additional information or documentation is required to process this request.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]