

Utility Service Account Number Modification Request

Date: [Insert Date]

To: [Utility Company Name]

Address: [Utility Company Address]

City, State, Zip Code: [City, State, Zip]

Dear Customer Service Team,

I am writing to request a modification of my utility service account number. My current account number is [Current Account Number] and I would like to request a change to [New Account Number].

The reason for this modification is [Brief Explanation of Reason].

Attached to this letter are copies of [Any Required Documents].

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any additional information or clarification regarding this request.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Account Number]