

Request to Update Utility Account Details

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To:

[Utility Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Utility Company Customer Service/Specific Person's Name],

I am writing to request an update to my utility account details associated with account number [Your Account Number]. I recently [explain the reason for the update, e.g., moved to a new address, changed my personal information, etc.], and would like to ensure that my account information is current.

Please find the updated details below:

- New Address: [Your New Address]
- Name: [If Applicable]
- Contact Number: [Your New Phone Number]

Thank you for your attention to this matter. I look forward to your confirmation of the update. Please do not hesitate to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Sincerely,

[Your Name]