

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Utility Company Name]
[Utility Company Address]
[City, State, Zip Code]

Dear [Utility Company Customer Service],

I am writing to request an adjustment to the billing address associated with my utility account. My current account number is [Account Number].

My previous billing address was:

[Previous Address]

My new billing address is:

[New Address]

I would appreciate it if you could update your records accordingly and send future bills to my new address. If you require any further information or documentation to process this request, please let me know.

Thank you for your attention to this matter.

Sincerely,
[Your Name]