

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Customer Service

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear Customer Service,

I hope this message finds you well. I am writing to formally request a change in the billing address associated with my utility account. My account number is [Your Account Number].

The new billing address should be updated to:

[New Address]

[City, State, Zip Code]

Please let me know if you require any further information or documentation to process this request.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]