Customer Utility Data Verification Notice

Date: [Insert Date]

To: [Customer Name]

[Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

We are reaching out to you regarding your utility account with us (Account Number: [Account Number]). In our ongoing efforts to ensure the accuracy of our records, we are conducting a verification of customer data.

We kindly ask you to review the information below and confirm its accuracy:

- Full Name: [Full Name]
- Service Address: [Service Address]
- Account Number: [Account Number]
- Contact Number: [Contact Number]

If any of the above information is incorrect, please contact us by [Insert Response Deadline] at [Contact Information] or visit our office at [Office Address]. Your prompt response will help us serve you better.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]