

Utility Billing Address Adjustment Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

Utility Company Name

[Utility Company Address]

[City, State, ZIP Code]

Dear [Utility Company Name or Customer Service],

I am writing to request an adjustment to the billing address on my utility account.

Please update my account information to reflect the new address:

[New Address]

[City, State, ZIP Code]

My current account number is: [Your Account Number]

Thank you for your attention to this matter. Please confirm when the change has been made.

Sincerely,

[Your Name]