

[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 formally request a revision to my billing address associated with my utility account.

My account number is: [Your Account Number].

New Billing Address:

[New Address]

[City, State, Zip Code]

Please update your records to reflect this change. If you need any further information or documentation, please feel free to contact me at the phone number or email address listed above.

Thank you for your attention to this matter.

Sincerely,

[Your Name]