

[Your Name]

[Your Current Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Utility Company Name]

[Utility Company Address]

[City, State, ZIP Code]

Subject: Address Relocation Notice

Dear [Utility Company Name],

I am writing to inform you that I will be relocating to a new address and would like to update my billing information accordingly.

My current address is:

[Your Current Address]

My new address will be:

[Your New Address]

[City, State, ZIP Code]

Please update my account information to reflect this change effective [Date of Move].

If you need any further information or documentation, please do not hesitate to contact me at the phone number or email address listed above.

Thank you for your attention to this matter.

Sincerely,

[Your Name]