

Notification of Utility Account Detail Changes

Date: [Insert Date]

Dear [Customer Name],

We are writing to inform you that there have been changes to your utility account details effective immediately.

New Account Details:

- Account Number: [New Account Number]
- Service Address: [New Service Address]
- Billing Address: [New Billing Address]
- Contact Number: [New Contact Number]

If you have any questions regarding these changes, please do not hesitate to contact our customer service at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your attention to this matter.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]

[Your Company Email]