

Utility Service Account Information Correction

Date: [Insert Date]

Utility Company Name

Utility Company Address

City, State, Zip Code

Dear [Utility Company Name] Customer Service,

I am writing to request a correction to my utility service account information. My account details are as follows:

- Account Number: [Insert Account Number]
- Current Name: [Insert Current Name]
- Address: [Insert Current Address]

However, the following information requires correction:

- Incorrect Name: [Insert Incorrect Name]
- Correct Name: [Insert Correct Name]
- Correct Address: [Insert Correct Address]

Attached are copies of relevant documents for your reference. I kindly ask that you update my account accordingly as soon as possible.

Thank you for your prompt attention to this matter. I look forward to your confirmation of the changes.

Sincerely,

[Your Name]

[Your Address]

[Your City, State, Zip Code]

[Your Phone Number]

[Your Email Address]