

[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 Change Notification

Dear [Utility Company Name Customer Service],
I am writing to inform you of my change of address. Please update my
account information accordingly.

New Address:

[Your New Address]
[City, State, Zip Code]

My Account Number: [Your Account Number]

I would appreciate it if you could confirm the update of my address in
your records. If you need any further information or documentation,
please feel free to contact me at [Your Phone Number] or [Your Email
Address].

Thank you for your attention to this matter.

Sincerely,
[Your Name]