

[Your Name]
[Your Current Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Utility Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Utility Company Customer Service/Specific Name],

Subject: Change of Address Notification

I am writing to notify you of a change in my postal address for my utility account.

****Account Information:****

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Current Address: [Your Current Address]

****New Address:****

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

Please update your records accordingly. I kindly request that you send all future correspondence to my new address effective [Date of Address Change].

Thank you for your attention to this matter. If you need any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,
[Your Name]