

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

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

Subject: Update of Utility Bill Payment Information

Dear Customer Service,

I hope this message finds you well. I am writing to request an update to my payment information for my utility account.

My account details are as follows:

- Account Name: [Your Name]
- Account Number: [Your Account Number]

Please update my payment information to the following:

- New Payment Method: [e.g., credit card, bank account]
- Payment Method Details: [include necessary details, ensuring security and privacy based on your preferred method]

If you require any additional information or documentation to process this change, please let me know at your earliest convenience.

Thank you for your attention to this matter. I look forward to your confirmation of the updated payment information.

Sincerely,
[Your Name]