

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

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

Subject: Notification of Utility Bill Change

Dear [Utility Company Customer Service/Specific Contact Name],  
I hope this letter finds you well. I am writing to formally notify you of  
a change regarding my utility billing account.

Account Number: [Your Account Number]

Effective Date of Change: [Date]

The change involves [briefly describe the change, e.g., "an update to my  
billing address," "a change in my payment method," "a request for a  
different billing plan," etc.].

Please update your records accordingly. Should you require any additional  
information or documentation to process this change, please do not  
hesitate to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Signature (if sending a hard copy)]