

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Utility Company Name]
[Utility Company Address]
[City, State, ZIP Code]

Subject: Utility Bill Address Change Request

Dear [Utility Company Customer Service/Specific Contact Name],
I hope this letter finds you well. I am writing to formally request a
change of address for my utility bill.

My current account number is [Your Account Number].

****Old Address:****

[Your Old Address]
[City, State, ZIP Code]

****New Address:****

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

Please update your records to ensure that all future bills and
correspondence are sent to my new address. If you need any further
information or documentation to process this request, please let me know.
Thank you for your attention to this matter.

Sincerely,

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