

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

Dear Customer Service,

Subject: Address Change Notification

I hope this letter finds you well. I am writing to inform you of a change in my address associated with my utility account.

Current Address:

[Your Current Address]

New Address:

[Your New Address]

Account Number:

[Your Account Number]

Please update your records to reflect my new address effective [Date of Address Change]. I appreciate your assistance in ensuring that my utility services are transitioned smoothly.

If you require any further information or documentation to process this change, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]