

[Your Name]
[Your Service Address]
[Your City, State, Zip Code]
[Your Account Number]

[Date]

[Utility Company Name]
[Customer Service Department]
[Company Address]
[City, State, Zip Code]

Subject: Update of Contact Information for Account #[Your Account Number]

To Whom It May Concern,

I am writing to formally request an update to the contact information associated with my utility account. Please update your records to ensure that all future correspondence, billing notices, and inquiries are directed to the following contact details:

New Contact Information:

- **Primary Phone Number:** [New Phone Number]
- **Secondary Phone Number:** [Optional Secondary Number]
- **Email Address:** [New Email Address]
- **Mailing Address:** [New Mailing Address, if different from service address]

Please confirm once these changes have been processed in your system. Should you have any questions regarding this request, please contact me at [Phone Number] or via email at [Email Address].

Thank you for your assistance.

Sincerely,

[Your Signature]
[Your Printed Name]