

[Current Date]

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

Subject: Update of Emergency Contact Information for Utility Account Transition

To Customer Service Department,

I am writing to update the emergency contact information associated with my account. This update is being provided to ensure a smooth transition of services at the following property:

Account Holder Name: [Your Full Name]
Account Number: [Your Account Number]
Service Address: [Full Property Address]

Please update your records with the following primary emergency contact information:

Emergency Contact Name: [Contact Full Name]
Relationship to Account Holder: [e.g., Spouse, Property Manager, Relative]
Primary Phone Number: [Contact Phone Number]
Secondary Phone Number: [Optional Alternate Number]
Email Address: [Contact Email Address]

This individual is authorized to be contacted by [Utility Company Name] in the event of an emergency, service interruption, or urgent maintenance requirement regarding this account.

Please confirm once these details have been updated in your system. Thank you for your assistance during this transition.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Phone Number]