

# Utility Company Change of Address Notice Letter Form Sample

Use this **Utility company change of address notice letter form** sample to formally notify your utility provider of your new location. This template ensures a clear and professional communication, helping to avoid service interruptions. Customize the letter with your details and send it promptly to update your account information.

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## Sample Change of Address Notice Letter

**Your Name:**

**Current Address:**

**City, State, ZIP Code:**

**Account Number:**

**Date:**

**Utility Company Name**

**Customer Service Department**

**Company Address**

**City, State, ZIP Code**

Subject: Change of Address Notice

Dear Sir or Madam,

I am writing to notify you of my new address for the above-referenced account. Please update your records and ensure that all future communications and utility services are directed to my new location as listed below:

**New Address:**

**City, State, ZIP Code:**

**Effective Date of Move:**

Kindly confirm the address change has been processed, and let me know if you require any additional information to facilitate this update.

Thank you for your prompt attention to this matter.

Sincerely,

**Your Signature (if mailing a hard copy)**

**Your Printed Name**

**Email Address**

**Phone Number**

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*This is a template letter. Be sure to tailor it to include your own details and check with your provider if any further action is needed.*