

Utility Company - Simple

Subject: Account Name Change Request

Dear Customer Service,

I need to update the name on my utility account due to a recent legal name change. Please process this change as soon as possible to ensure uninterrupted service and accurate billing.

Account Information:

Account Number: [Account Number]

Service Address: [Full Address]

Current Name on Account: [Previous Name]

New Name: [New Legal Name]

Phone Number: [Phone Number]

I am attaching a copy of my legal name change documentation and updated identification. Please update your records and reissue any account materials in my new name.

Please confirm that this change has been processed and let me know if you need any additional information.

Thank you,

[New Legal Name]

[Account Number]

[Date]

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