

[Your Name/Company Name]
[Current Phone Number]
[Email Address]

[Date]

[Recipient Name or Billing Department]
[Company Name]
[Recipient Address]

Subject: Notice of Change of Address and Request for Billing Adjustment

Dear [Recipient Name/Customer Service Representative],

I am writing to formally notify you that my mailing address has changed. Please update your records effective [Date of Change] to ensure all future correspondence and billing statements are sent to the correct location.

Account Information:

Account Name: [Name on Account]
Account Number: [Your Account Number]

Previous Address:

[Old Street Address]
[City, State, Zip Code]

New Address:

[New Street Address]
[City, State, Zip Code]

Regarding my billing, please note the following impact: [Select one: My billing cycle should remain the same / My service region has changed, which may affect local taxes or service fees / I am requesting a final bill for the previous location and a new bill for the current location].

Please confirm once these updates have been processed in your system. If you require any additional documentation or a signature to finalize this change, please let me know as soon as possible.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]