Date

{Name}

{Address}

{City State, Zip}

**Subject: Update on Utility Account Number – Action Required**

Dear {*Bank Name*}

I am writing to inform you of a recent change in my Chesapeake Utilities account number. I want to ensure that all relevant parties are aware of this update to avoid any payment delays.

Effective immediately, please update your records to reflect my new account number.

**New Chesapeake Utilities Account Number:** [Updated Account Number]

**Old Account Number:** [Previous Account Number]

I appreciate your prompt attention to this matter. If you have any questions or further steps are required from me, please contact me at [your contact details] or reply to this email.

Thank you for your assistance, and I look forward to continued smooth interactions with [Bank Name].

Sincerely,

Customer