

Utility Service Transfer Confirmation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Representative's Name],

I am writing to confirm the transfer of my utility services as follows:

- **Account Number:** [Insert Account Number]
- **Current Address:** [Insert Current Address]
- **New Address:** [Insert New Address]
- **Effective Date:** [Insert Transfer Effective Date]

Please let me know if you require any further information to complete this transfer.

Thank you for your assistance.

Sincerely,

[Your Name]