

Utility Services Transfer Letter

Date: [Insert Date]

To,

[Utility Service Provider's Name]

[Utility Service Provider's Address]

Subject: Request for Transfer of Utility Services

Dear [Utility Service Provider's Contact Name],

I, [Your Name], the current tenant of [Current Address], am writing to request the transfer of utility services associated with this property, effective [Transfer Date]. This request is made in light of my upcoming lease transition to [New Address], effective as of [Lease Start Date].

The details of the current utility services are as follows:

- Electricity Account Number: [Account Number]
- Water Account Number: [Account Number]
- Gas Account Number: [Account Number]

Kindly initiate the transfer process of these services to the new address at your earliest convenience. I appreciate your assistance in ensuring a smooth transition.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information or documentation.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending hard copy)]

[Your Name]

[Your Current Address]

[Your Contact Information]