

Utility Transfer Request Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To:

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Customer Service Department],

I am writing to request the transfer of gas and internet services to my new lease at [New Address] effective from [Transfer Date].

My current account details are as follows:

Account Name: [Your Account Name]

Account Number: [Your Account Number]

Please let me know if you require any additional information or documentation to facilitate this transfer. Thank you for your attention to this matter.

Sincerely,

[Your Name]