

# Utility Transfer Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

Dear [Landlord's Name],

I am writing to formally notify you of my intent to transfer the utility accounts for the property located at [Rental Property Address] as part of my rental application process.

The following utilities will be transferred:

- Electricity: [Provider Name] - Account Number: [Account Number]
- Water: [Provider Name] - Account Number: [Account Number]
- Gas: [Provider Name] - Account Number: [Account Number]
- Internet: [Provider Name] - Account Number: [Account Number]

Please let me know if there are any specific requirements or documents needed to facilitate this transfer.

Thank you for your assistance.

Sincerely,

[Your Name]