

Utility Account Transfer Request Letter

Date: [Insert Date]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Customer Service],

I hope this message finds you well. I am writing to request the transfer of my utility account due to my recent move. My current account details are as follows:

- Account Holder Name: [Your Name]
- Current Account Number: [Your Account Number]
- Current Service Address: [Your Current Address]
- New Service Address: [Your New Address]
- Requested Transfer Date: [Requested Transfer Date]

Please let me know if there are any forms or additional information required to facilitate this process. I appreciate your assistance in making this transition smooth.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]