

Utility Transfer Request

Date: _____

To: [Utility Company Name]

Address: [Utility Company Address]

City, State, Zip: [Utility Company City, State, Zip]

Subject: Request for Utility Transfer

Dear [Utility Company Customer Service],

I hope this message finds you well. My name is [Your Name], and I am writing to request the transfer of utility services for my new residence located at:

Address: [New Tenant's Address]

City, State, Zip: [City, State, Zip]

As of [Desired Transfer Date], I kindly request the following utility services to be transferred to my name:

- [Utility Service 1]
- [Utility Service 2]
- [Utility Service 3]

My previous address was:

[Previous Address]

Please let me know if you require any further information or documentation to process this request.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]