

# Utility Service Connection Request for Account Transfer

Date: [Date]

[Your Name]

[Your Current Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]

To:

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Representative's Name],

I am writing to request the transfer of my utility service account associated with the address [Current Address] to my new address at [New Address]. My account number is [Account Number].

Please let me know if there are any required documents or fees associated with this transfer. I would appreciate your prompt attention to this matter as I wish to ensure that services remain uninterrupted.

Thank you for your assistance.

Sincerely,

[Your Name]