

Service Relocation Confirmation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Utility Provider's Name]

[Utility Provider's Address]

[City, State, Zip Code]

Dear [Utility Provider's Contact Name],

This letter serves as formal confirmation of my request to relocate my utility services from my previous address at [Old Address] to my new address at [New Address].

Please find the details of the relocation below:

- Account Number: [Your Account Number]
- Service Type: [e.g., Electricity, Water, Gas]
- Effective Date of Relocation: [Insert Date]

Kindly confirm the initiation of this relocation process and inform me if there are any forms or further actions required from my side. I appreciate your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]