

Utility Service Transfer Confirmation

Date: [Insert Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

Dear [Customer Name],

We are pleased to inform you that your request for the transfer of utility service has been processed successfully. Below are the details of your service transfer:

Account Information

Account Number: [Insert Account Number]

Previous Service Address: [Insert Previous Address]

New Service Address: [Insert New Address]

Effective Date

Your utility service will be transitioned on [Insert Effective Date].

Next Steps

Please ensure that all outstanding bills are paid by the transfer date to avoid any interruptions in service.

If you have any questions or require further assistance, please do not hesitate to contact our customer service department at [Insert Phone Number] or [Insert Email Address].

Thank you for choosing [Utility Company Name]. We appreciate your business!

Sincerely,

[Your Name]
[Your Title]
[Utility Company Name]
[Company Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]