

Utility Transfer Instructions

Date: [Insert Date]

To: [Utility Company Name]

Address: [Utility Company Address]

Account Number: [Your Account Number]

Subject: Request for Transfer of Utility Services

Dear [Utility Company Representative's Name],

I am writing to request the transfer of my utility services as I will be moving out of my current residence located at:

[Your Current Address]

My moving date is scheduled for [Moving Date], and I would like to terminate my services effective that date. Please see the details below for the transfer:

Transfer Details:

- Service Type: [Electricity/Water/Gas/Internet/etc.]
- Current Account Holder Name: [Your Name]
- New Address for Services: [Your New Address]
- New Service Start Date: [New Service Start Date]

Please confirm the termination of my current utility services and the initiation of services at my new address. You may reach me at [Your Phone Number] or [Your Email Address] if you require any further information.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Current Address]

[Your Phone Number]

[Your Email Address]