

Utility Account Transfer Request

Date: [Insert Date]

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

[Utility Company Name]
[Utility Company Address]
[City, State, Zip Code]

Dear [Utility Company Name],

I am writing to formally request the transfer of my utility account, account number [Your Account Number], in my name to my new address. The details are as follows:

Current Address:

[Your Current Address]
[City, State, Zip Code]

New Address:

[Your New Address]
[City, State, Zip Code]

Please process this account transfer effective [Desired Transfer Date]. Additionally, I would like to close the account associated with my current address after the transfer is complete.

If you need any further information or documentation to finalize this process, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Name]