

Utility Account Transfer Request

Date: _____

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

Dear [Utility Company Representative's Name],

We, [Your Company Name], located at [Your Business Address], are writing to formally request the transfer of our utility account associated with the commercial premises at [Current Account Address] to our new location at [New Account Address].

Account Number: [Your Account Number]

As of [Effective Transfer Date], we will be moving our operations and require the utility services to be transferred to the stated new address. Please find the necessary details below:

- Current Account Holder: [Current Account Holder Name]
- New Account Holder: [New Account Holder Name, if different]
- Contact Person: [Your Name]
- Contact Number: [Your Contact Number]

We appreciate your attention to this matter and would like to ensure that there are no interruptions in service during our transition. If you need any further information or documentation to process this request, please do not hesitate to contact us.

Thank you for your assistance.

Sincerely,
[Your Name]
[Your Title]
[Your Company Name]
[Your Company Phone Number]
[Your Company Email Address]