

Utility Account Transfer Request

Date: [Insert Date]

To: [Utility Company Name]

Address: [Utility Company Address]

City, State, Zip: [City, State, Zip]

Dear [Utility Company Representative],

I am writing to request the transfer of the utility account associated with the property located at [Property Address]. I am the heir of [Deceased Account Holder's Name], who recently passed away on [Date of Death]. As per the inheritance, I would like to have the utility account transferred to my name.

Below are the details of the account:

- Account Holder's Name: [Deceased Account Holder's Name]
- Account Number: [Account Number]
- Property Address: [Property Address]

Attached are the necessary documents to facilitate this transfer:

- Death Certificate
- Proof of Inheritance
- ID Proof of the New Account Holder

Thank you for your attention to this matter. I look forward to your prompt response to my request. Should you require any additional information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip]