

# Utility Account Transfer Request

Date: [Insert Date]

To: [Utility Company Name]

Address: [Utility Company Address]

Dear [Utility Company Customer Service],

I am writing to request the transfer of my utility account to my new address. My current account details are as follows:

Account Holder Name: [Your Name]

Current Address: [Your Current Address]

Utility Account Number: [Your Account Number]

I will be moving to the following new address:

New Address: [Your New Address]

Move-In Date: [Your Move-In Date]

Please let me know if you require any further information or documentation to complete this transfer. I appreciate your assistance in this matter.

Thank you for your attention to this request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]