

# Utility Account Transfer Request

Date: [Insert Date]

To,

Customer Service Department  
[Utility Company Name]  
[Utility Company Address]  
[City, State, Zip Code]

Dear Customer Service,

I am writing to request the transfer of my utility account due to a name change. My details are as follows:

**Current Account Holder Name:** [Current Name]

**Account Number:** [Account Number]

**New Account Holder Name:** [New Name]

**Service Address:** [Service Address]

Please update the account to reflect my new name as listed above. Additionally, I have attached the legal documentation supporting this name change.

If you require any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]