

Utility Account Transfer Request

Date: [Insert Date]

To: [Utility Company Name]

Address: [Utility Company Address]

Subject: Request for Transfer of Utility Account

Dear [Utility Company Representative's Name],

I am writing to formally request the transfer of my utility account for the residential property located at [Current Address] to my new address at [New Address].

Account Holder Name: [Your Full Name]

Account Number: [Your Account Number]

The transfer is requested as I am moving to a new residence on [Move-in Date]. I kindly ask that the account be transferred to the new address effective from [Effective Transfer Date].

Please let me know if there are any forms or additional information that I need to provide to process this request efficiently. Thank you for your assistance in this matter.

Sincerely,

[Your Full Name]

[Your Phone Number]

[Your Email Address]