

# Utility Account Transfer Request

Date: [Insert Date]

Utility Company Name  
Address Line 1  
Address Line 2  
City, State, ZIP Code

Dear Customer Service Team,

I am writing to request the transfer of my utility account for my second home. Below are the details for the transfer:

## **Current Account Holder Information:**

Name: [Your Name]  
Account Number: [Your Account Number]  
Current Address: [Your Current Address]

## **New Location Information:**

Property Address: [Second Home Address]  
Transfer Effective Date: [Date]

Please let me know if you need any additional information or documentation to process this request. I appreciate your assistance and prompt attention to this matter.

Thank you for your help.

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