

Utility Account Transfer Request

Date: [Insert Date]

[Your Name]

[Your Current Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]

To:

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Representative],

I am writing to request a temporary transfer of my utility account due to my upcoming relocation. My account number is [Insert Account Number]. I will be moving to [New Address] on [Move Date] and will require my service to be temporarily transferred to my new location.

Please initiate the transfer of my utility services to the new address starting from [Start Date] and scheduled to end on [End Date]. If you require any additional information or documentation, feel free to reach me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance with this matter. I look forward to your prompt response.

Sincerely,

[Your Name]