

Transfer of Utility Account Management

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Representative/Customer Service],

I am writing to request the transfer of the utility account management for account number [Account Number]. The current account holder, [Current Account Holder's Name], would like to transfer management of the account to me, [Your Name], effective [Effective Date].

The details of the account are as follows:

- Account Name: [Current Account Holder's Name]
- Account Number: [Account Number]
- Service Address: [Service Address]

As the new account manager, I will assume all responsibilities and obligations associated with this account, starting from the effective date mentioned above. Please let me know if there are any additional forms or documentation required to process this transfer.

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

Sincerely,

[Your Name]