

Utility Account Change of Responsibility

Date: [Insert Date]

To: [Utility Company Name]

Address: [Utility Company Address]

Account Number: [Insert Account Number]

Dear [Utility Company Representative's Name],

I am writing to formally request a change of responsibility for the utility account listed above. This change is being requested due to [reason for change, e.g., moving out of the property, transferring the account to another individual].

The current account holder is:

Name: [Current Account Holder's Name]

Address: [Current Account Holder's Address]

Phone Number: [Current Account Holder's Phone Number]

The new account holder will be:

Name: [New Account Holder's Name]

Address: [New Account Holder's Address]

Phone Number: [New Account Holder's Phone Number]

Please update your records accordingly and confirm the change at your earliest convenience. If you require any additional information or documentation, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]