

Utility Account Credit Inquiry

Date: [Insert Date]

To Whom It May Concern,

I am writing to inquire about the credit balance on my utility account as I am in the process of transferring my service to a new address. My account information is as follows:

Account Holder Name: [Your Name]

Account Number: [Your Account Number]

Current Service Address: [Your Current Address]

New Service Address: [Your New Address]

I would like to request a statement of my current account balance and any available credit that can be applied to my new account. Please let me know if you require any further information to process this inquiry.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]