

# Application for Utility Account Balance Transition

**Date:** [Insert Date]

**Your Name:** [Insert Your Name]

**Your Address:** [Insert Your Address]

**City, State, Zip Code:** [Insert City, State, Zip Code]

**Your Account Number:** [Insert Account Number]

To whom it may concern,

I am writing to formally request the transition of my utility account balance. Due to [briefly explain reason for request, e.g., relocation, financial hardship], I would like to transfer any applicable balance to my new account or apply for [mention any specific assistance if applicable].

Please find attached the necessary documentation to support my application, including [list the documents attached, e.g., proof of identity, new utility account number].

I appreciate your attention to this matter and look forward to your prompt response. If you need any further information, please do not hesitate to contact me at [insert your phone number] or [insert your email address].

Thank you for your assistance.

Sincerely,

[Your Name]