

# Utility Balance Relocation Request

Date: [Insert Date]

To: [Utility Company Name]

Address: [Utility Company Address]

City, State, Zip: [Utility Company City, State, Zip]

Dear [Utility Company Representative],

I am writing to request the relocation of my utility balance associated with account number [Your Account Number]. Due to [reason for relocation, e.g., moving to a new address], I would like to transfer all remaining balances and any applicable credits to my new location.

New Address:

[Your New Address]

[City, State, Zip]

My current address is:

[Your Current Address]

[City, State, Zip]

Please let me know any further information or documentation you may require to facilitate this request. Thank you for your attention to this matter, and I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]