

Utility Balance Switch Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To,

[Utility Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Request for Utility Balance Switch

Dear [Utility Company Representative's Name],

I am writing to formally request a switch of the utility balance for my account. My account number is [Your Account Number], associated with the address [Your Service Address].

Due to [briefly explain reason for the request, e.g., moving, account dispute, etc.], I would like to initiate a balance switch to ensure proper management of my utility services.

Please let me know the detailed process to proceed with this request and if there are any forms or documentation required from my side. I look forward to your prompt response to facilitate a smooth transition.

Thank you for your attention to this matter.

Best regards,

[Your Name]