

# Notification of Utility Balance Transfer

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that your utility balance of [Amount] will be transferred to your new account with [Utility Company Name] effective [Transfer Date].

Details of the balance transfer are as follows:

- **Current Account Number:** [Current Account Number]
- **New Account Number:** [New Account Number]
- **Transferred Amount:** [Amount]
- **Effective Date:** [Transfer Date]

If you have any questions or concerns regarding this transfer, please do not hesitate to contact our customer service at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Utility Company Name]

[Contact Information]