

Petition for Utility Balance Transfer

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Utility Company Name]
[Utility Company Address]
[City, State, Zip Code]

Subject: Request for Utility Balance Transfer

Dear [Utility Company Representative's Name],

I hope this message finds you well. I am writing to formally request the transfer of my utility balance for account number [Your Account Number] from my current address at [Current Address] to my new address at [New Address].

Due to [reason for moving, e.g., relocation for work, personal circumstances], I am unable to continue residing in my current location. I would greatly appreciate your assistance in facilitating this transfer and providing any necessary information regarding the process.

My account is in good standing, and I am committed to settling any remaining balance before the transfer is completed. Please let me know what documentation or additional steps are required to proceed with this request.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]