

# Request 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]

Dear [Customer Service Manager/Utility Company Representative],

I am writing to formally request the transfer of my utility balance from my current account to my new account. My account details are as follows:

Current Account Number: [Your Current Account Number]

New Account Number: [Your New Account Number]

Current Address: [Your Current Address]

New Address: [Your New Address]

I would appreciate your assistance in processing this request promptly, and I would like to know if there are any specific requirements or forms that I need to complete.

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

Sincerely,

[Your Name]