

Request for Transferring Utility Account Balance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Utility Company Name]

[Utility Company Address]

[City, State, ZIP Code]

Dear [Utility Company Representative's Name],

I hope this message finds you well. I am writing to formally request the transfer of my utility account balance from my current account [Account Number] to my new account [New Account Number], effective [Transfer Date].

Due to [brief reason for the transfer, e.g., moving to a new address], I would appreciate it if you could assist me in this process. I have ensured that all outstanding charges have been settled, and I kindly ask for confirmation of the balance transfer at your earliest convenience.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]