

Utility Balance Transfer Application

Date: [Insert Date]

To,

[Utility Company Name]

[Company Address]

Subject: Application for Utility Balance Transfer

Dear [Recipient's Name],

I am writing to request a transfer of the outstanding balance on my utility account. My account details are as follows:

Account Holder Name: [Your Name]

Account Number: [Your Account Number]

Current Address: [Your Current Address]

Due to [brief explanation of reason for transfer, e.g., moving to a new location], I would like to request the transfer of the remaining balance of [amount] to my new account. My new account details are as follows:

New Account Holder Name: [Your New Account Holder Name]

New Account Number: [Your New Account Number]

New Address: [Your New Address]

I have attached all necessary documents to facilitate this request. Please let me know if you require any further information.

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

Sincerely,

[Your Name]

[Your Contact Number]

[Your Email Address]