

Utility Balance Transfer Inquiry

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

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

Dear [Customer Service Manager/Specific Person],

I hope this message finds you well. I am writing to inquire about the process for transferring my utility balance to a new account. My account number is [Your Account Number].

Due to [reason for transfer], I would like to understand the necessary steps and any specific requirements that need to be met to facilitate this transfer.

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

Sincerely,
[Your Name]