

[Your Name]
[Your Phone Number]
[Your Email Address]

[Date]

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

Subject: Request to Transfer Utility Services

To Customer Service Department,

I am writing to request a transfer of utility services for my upcoming move. Please find the details for the account setup below:

Customer Name: [Your Full Name]
Service Address: [New Property Address, City, State, Zip Code]
Move-In Date (Service Start Date): [Date]

I would also like to request the disconnection of services at my current address, if applicable:

Current Address: [Old Property Address, City, State, Zip Code]
Service End Date: [Date]

Please send all future correspondence and final billing statements to my new address listed above. If you require any additional information or a security deposit to complete this transfer, please contact me at [Your Phone Number].

Thank you for your assistance with this transition.

Sincerely,

[Your Signature]
[Your Printed Name]