

**URGENT: UTILITY ACCOUNT TRANSFER NOTICE**

Date: [Insert Date]

To: [Utility Company Name]  
Address: [Utility Company Address]  
Customer Service Department

**RE: Account Number: [Insert Account Number]**

Dear Customer Service Team,

This letter serves as a formal and urgent request to transfer the utility services currently registered at the following address:

**Service Address:**

[Full Property Address]  
[City, State, Zip Code]

Please be advised that the responsibility for this account should be transferred effective as of **[Insert Transfer Date]**. This request is due to a [change in occupancy / change in ownership / lease termination].

**Outgoing Account Holder Information:**

Name: [Your Name]  
Forwarding Address: [Your New Mailing Address]  
Phone Number: [Your Phone Number]

**Incoming Account Holder Information (if known):**

Name: [New Tenant/Owner Name]  
Phone Number: [New Tenant/Owner Phone Number]

I request that a final meter reading be conducted on the effective date mentioned above and that the final bill be sent to my forwarding address. Please confirm receipt of this notice and provide confirmation once the transfer has been processed.

Thank you for your prompt attention to this urgent matter.

Sincerely,

[Your Signature]  
[Your Printed Name]