

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

[Date]

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

**Subject: Request for Transfer of Water and Sewer Services**

To Whom It May Concern,

I am writing to formally request the transfer of water and sewer services for the properties listed below due to a change in residency.

**Current Service Address (To be Disconnected):**

Address: [Current Street Address, City, State, Zip]  
Account Number: [Your Account Number]  
Requested Disconnection Date: [Date]

**New Service Address (To be Connected):**

Address: [New Street Address, City, State, Zip]  
Requested Connection Date: [Date]

Please send the final bill for the current address to my new mailing address: [Mailing Address if different from New Service Address].

If you require any additional information or documentation to complete this transfer, please contact me at [Your Phone Number].

Thank you for your assistance.

Sincerely,

[Your Signature]  
[Your Printed Name]