

[Your Name]  
[Your New Address]  
[City, State, Zip Code]  
[Date]

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

**Subject: Request for Utility Account Transfer - [Property Address]**

To the Customer Service Department,

I am writing to formally request the transfer of utility services for the property located at [Full Property Address]. I recently closed on the purchase of this home on [Closing Date].

Please update your records to reflect the following information:

- **Service Address:** [Full Property Address]
- **New Account Holder Name:** [Your Full Name]
- **Transfer/Start Date:** [Date of Closing or Specific Transfer Date]
- **Contact Phone Number:** [Your Phone Number]
- **Billing Address:** [Your Billing Address if different from service address]

If there are any final readings or specific forms required to complete this transfer, please let me know. I would appreciate a confirmation once the account has been successfully updated in my name.

Thank you for your assistance in making this transition smooth.

Sincerely,

[Your Signature]  
[Your Printed Name]