

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

[Date]

[Utility Company Name]
[Customer Service Department]
[Company Address]
[City, State, Zip Code]

Subject: Follow-Up on Utility Transfer Request - Account Number: [Your Account Number]

Dear Customer Service Team,

I am writing to follow up on my request to transfer my [Type of Utility: e.g., Electricity/Water/Gas] service from my current address to my new address.

Current Address: [Old Address]

New Address: [New Address]

Requested Transfer Date: [Date]

I submitted the initial transfer request on [Date] via [Method: e.g., Online Portal/Phone/In-Person]. I am writing to confirm that the transfer has been processed and to verify that the service at my current address will be disconnected on [Date] and activated at my new address on [Date].

Please confirm if there are any outstanding balances that need to be settled or if any additional documentation is required to finalize this transition. Please also send a written confirmation of this transfer to my email address listed above.

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

Sincerely,

[Your Signature]

[Your Printed Name]