**Date:** [Insert Date]

**To:** [Utility Company Name]
**Department:** Customer Service / Billing
**Account Number:** [Insert Account Number]

**Subject: URGENT: Request for Utility Service Transfer**

To Whom It May Concern,

I am writing to formally request an urgent transfer of utility services for the following locations due to a change in residency.

**Current Address (Disconnect Service):**
[Insert Old Street Address, City, State, Zip Code]
**Requested Disconnect Date:** [Insert Date]

**New Address (Connect Service):**
[Insert New Street Address, City, State, Zip Code]
**Requested Connect Date:** [Insert Date]

Please ensure that the final bill for the current address is sent to my new mailing address listed above. I request that any security deposits currently held on the account be applied to the new address or refunded accordingly.

Due to the short notice, I would appreciate a confirmation via phone or email once this transfer has been processed.

**Contact Information:**
Phone: [Insert Phone Number]
Email: [Insert Email Address]

Thank you for your immediate attention to this matter.

Sincerely,

[Your Printed Name]
[Your Signature]