

Subject: Utility Service Transfer - [Service Address]

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

[Date]

To Customer Service Department,

I am writing to request a transfer of utility services for the property located at:

[New Service Address]

I will be moving into this property on **[Move-In Date]**. Please establish service in my name effective as of **[Start Date]** to ensure utilities are active prior to my arrival.

My Information:

Full Name: [Your Full Name]
Social Security Number/ID: [Your ID Number - If required]
Phone Number: [Your Phone Number]
Email Address: [Your Email Address]

Billing Information:

Billing Address: [Your Current or Future Billing Address]
Preferred Billing Method: [Paper/Electronic]

If there are any deposits required or additional forms to be signed, please notify me at your earliest convenience. Thank you for your assistance with this transition.

Sincerely,

[Your Signature]
[Your Printed Name]