

[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: Request for Confirmation of Utility Service Transfer

To Customer Service Representative,

I am writing to formally request written confirmation regarding the transfer of my utility services for the account listed below:

Account Number: [Your Account Number]
Service Address: [Old Address where service is ending]
Transfer Date: [Date service should stop at old address]

I have requested that the services be transferred to my new address effective [Date service should start at new address]:

New Service Address: [New Street Address, City, State, Zip Code]

Please provide a confirmation letter or email stating that the transfer request has been processed and confirm the final billing date for my previous address. I would also appreciate confirmation that my security deposit, if any, has been applied to the new account or will be refunded.

Please send the confirmation to my [email address / new mailing address] at your earliest convenience.

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]