

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

BGE Customer Service

[Company Address]
[City, State, ZIP Code]

Subject: Request for Service Transfer

Dear BGE Customer Service Team,

I hope this letter finds you well. I am writing to request the transfer of my utility service currently located at:

[Current Address]
[City, State, ZIP Code]

to my new address:

[New Address]
[City, State, ZIP Code]

Please find my account details below:

- Account Number: [Your Account Number]
- Current Service Address: [Current Address]
- New Service Address: [New Address]

I would like to request that the service be transferred on [desired transfer date]. Kindly inform me of any additional information or forms that may be needed to process this request.

Thank you for your prompt attention to this matter. I look forward to your confirmation of the service transfer.

Sincerely,
[Your Name]