

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

Dear [Utility Company Customer Service/Specific Contact Name],
Subject: Notification of Utility Services for [New Dwelling Address]
I am writing to inform you that I have recently moved to a new residence located at [New Dwelling Address] as of [Move-In Date]. Please update your records and direct any future correspondence regarding my utility services to this new address.

I would also like to request the transfer of my utility services (electricity, water, gas, etc.) from my previous address ([Old Address]) to my new dwelling. If there are any forms or additional information required to process this request, please let me know at your earliest convenience.

Thank you for your prompt attention to this matter. I look forward to your confirmation.

Sincerely,

[Your Name]
[Your Account Number, if applicable]