

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

Customer Service Department
Kenya Power and Lighting Company
[Company Address]
[City, State, Zip Code]

Subject: Request for Account Transfer

Dear Sir/Madam,

I hope this letter finds you well.

I am writing to request the transfer of my electricity account (Account Number: [Your Account Number]) from my current address ([Current Address]) to my new address ([New Address]).

I recently moved to my new residence and would like to have the electricity service associated with my account transferred accordingly. Please let me know if there are any documents or additional information required to facilitate this transfer.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]
[Your KPLC Account Number]