

[Your Name]

[Your Address]

[City, State ZIP Code]

[Email Address]

[Phone Number]

[Date]

Customer Service Department

[Current Energy Company]

[Company Address]

[City, State ZIP Code]

Subject: Request for Transfer of Service to a New Energy Provider

Dear Sir/Madam,

I am writing to formally request the termination of my electricity/gas service with \*\*[Current Energy Company]\*\* and the transfer of my account to a different energy provider, effective \*\*[desired termination date, e.g., 30 days from receipt of this letter]\*\*.

**\*\*Account details:\*\***

- Account number: \*\*[Your Account Number]\*\*
- Service address: \*\*[Your Service Address]\*\*
- Name on account: \*\*[Your Full Name]\*\*


Please confirm the following in writing:

1. The exact date on which service will be discontinued.
2. Any final meter reading procedures and the method for calculating the final bill.

3. The status of any outstanding balances or deposits and instructions for settlement.
4. Confirmation that my personal data will be handled in accordance with applicable privacy regulations and will not be retained beyond the termination of service.

I would appreciate receiving the final statement and any necessary paperwork no later than \*\*[a reasonable deadline, e.g., 10 business days]\*\* after the termination date. If there are any forms I must complete or fees I need to pay, please include them with your response.

Thank you for your prompt attention to this matter. I look forward to a smooth transition and appreciate your cooperation.

Sincerely, 

[Your Signature (if sending a hard copy)]

[Your Printed Name]

