

From:

Flat No. _____, _____ Floor,
_____ CHS LTD.

Dated:

To,
The Installation Superintendent,

Sub: Change of name in Electricity Bills
Account No.: _____
Meter No. : _____

Sir,

This is to inform you that I/We have lawfully surrendered relinquished and transferred all my/our rights, title and interest in respect of our above noted flat to _____ and have also handed over the full and exclusive possession thereof to his/her / their names.

At present he/she/they is/are exclusively occupying the said flat and hence I/we have no objection to transfer the above said Electricity Meter along with deposit amount paid by me/us earlier into his/her/their name/s.

Thanking You,

Yours faithfully,
