

Date: [Date]

[Customer Name]
[Service Address]
[Account Number]

Subject: Important Information Regarding Your First Utility Bill

Dear Valued Customer,

Welcome to your first billing cycle under the management of [New Management Company Name]. As previously announced, we have officially assumed responsibility for the utility services at your address.

Enclosed/attached you will find your statement for the period of [Start Date] to [End Date]. Please note the following important details regarding this transition:

- **New Payment Portal:** You can now manage your account and pay bills online at [Website URL].
- **Payment Methods:** We accept [Credit Card, Debit Card, ACH, Check]. Please update any automatic payment settings you had with the previous provider.
- **Billing Cycle:** Your bills will now be issued on the [Day] of each month and are due by the [Day].
- **Customer Support:** For any questions regarding your bill or service, please contact us at [Phone Number] or [Email Address].

If you were enrolled in autopay with the previous management, please verify your information in our new system to ensure uninterrupted service. We are committed to providing you with reliable utility management and excellent customer service.

Thank you for your cooperation during this transition.

Sincerely,

[Name/Department]
[New Management Company Name]