

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

Subject: Initial Notification of Utility Management Transition

Dear [Tenant Name],

This letter is to formally notify you of an upcoming change regarding the utility management for your residence. Effective [Transition Date], the management of [Specify Utilities, e.g., Water, Sewer, Trash] will transition from [Current Provider/Owner Name] to [New Management Company/Service Provider Name].

What this means for you:

- **Billing Cycle:** Your billing cycle will remain [Monthly/Quarterly]. The first statement from the new provider will be issued on [Date].
- **Account Setup:** You will receive a separate communication from [New Management Company] with instructions on how to set up your online portal and payment methods.
- **Payment Methods:** Future payments should be directed to the new provider. Please do not send payments for the [Month] cycle to the previous office.

There will be no interruption to your utility services during this transition. This change is being implemented to improve billing accuracy and provide you with enhanced customer service options.

If you have any immediate questions regarding this transition, please contact our office at [Phone Number] or via email at [Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name/Property Management Name]

[Contact Information]