

[Date]

[Resident Name]

[Service Address]

[City, State, Zip Code]

Subject: Welcome to [Utility Company Name] - Important Information Regarding Your Utility Service

Dear Resident,

We are pleased to announce that effective [Start Date], [Utility Company Name] will be your new provider for [Type of Service: e.g., Electricity/Water/Waste Management] services. We look forward to providing you with reliable service and support.

**What you need to know:**

- **Account Number:** Your new account number is [Account Number]. Please reference this number for all inquiries.
- **First Bill:** You will receive your first billing statement on or around [Date].
- **Payment Options:** You can pay your bill via mail, phone, or through our online portal at [Website URL].
- **Action Required:** Please visit our website to set up your online profile and choose your communication preferences.

**Transfer of Service:**

The transition from your previous provider will be seamless. There will be no interruption to your service during this changeover.

**Contact Us:**

If you have any questions or need to report an issue, our customer service team is available at [Phone Number] or via email at [Email Address]. Our office hours are [Hours of Operation].

Thank you for the opportunity to serve you.

Sincerely,

[Sender Name]

[Title]

[Utility Company Name]