

**Date:** [Date]

**To:** [Utility Company Name]

**Address:** [Utility Company Address]

**City, State, Zip:** [City, State, Zip]

**RE: Utility Assumption Notice**

To Whom It May Concern,

This letter serves as formal notification that **[Property Management Company Name]** has assumed management responsibilities for the property located at:

**Property Address:** [Full Property Address]

Effective **[Start Date]**, please update your records to reflect that all utility billings and correspondence for the following account(s) should be directed to our office:

- **Account Number (if known):** [Account Number]
- **Service Type(s):** [e.g., Water, Electricity, Gas, Trash]

Please send all future invoices and notices to the following billing address:

**Billing Name:** [Property Management Company Name]

**Billing Address:** [Mailing Address]

**City, State, Zip:** [City, State, Zip]

**Phone Number:** [Phone Number]

**Email Address:** [Email Address]

We have attached the management agreement [or Authorization Letter] for your records. If there are any forms required to complete this transfer, please send them to the email address listed above.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Property Management Company Name]