

Date: [Insert Date]

[Recipient Name/Company]

[Recipient Address]

[City, State, Zip Code]

Subject: Final Account Settlement - Property Sale of [Property Address]

Dear [Recipient Name],

I am writing to formally notify you that the sale of the property located at **[Full Property Address]** was completed on **[Closing Date]**.

As of the aforementioned date, I am no longer the legal owner of the property. Please find the necessary details regarding the final settlement of my account below:

- **Account Number:** [Insert Account Number]
- **Final Meter Reading (if applicable):** [Insert Reading] taken on [Date]
- **Forwarding Address:** [Insert Your New Mailing Address]

Please prepare a final statement of account up to the closing date. If there is an outstanding balance, please send the invoice to my forwarding address. If there is a credit balance remaining on the account, please issue a refund check to the same address or process it via the payment method on file.

Please confirm in writing once the account has been closed and the balance has been settled.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]