

Date: [Date]

To: [Utility Company Name]

Department: Billing/Customer Service

Account Number: [Account Number]

RE: Notice of Foreclosure and Change in Management

Property Address: [Full Property Address]

To Whom It May Concern,

Please be advised that effective [Date of Transfer], the property located at the address listed above has been foreclosed upon. As a result of this action, the ownership and management responsibilities for this property have changed.

New Owner/Legal Entity: [Name of New Owner/Bank]

New Management Company: [Name of Management Company]

Effective Date: [Date]

Regarding the utility services for this account:

- **Final Reading:** Please perform a final meter reading as of [Date].
- **Final Bill:** Please send the final invoice for services rendered up to the transfer date to the previous owner at: [Forwarding Address].
- **Account Transfer:** Effective immediately, please transfer the utility billing responsibility to the new management company at the billing address provided below.

New Billing Address:

[Management Company Name]

[Attention: Billing Department]

[Mailing Address]

[City, State, Zip Code]

[Phone Number]

Attached to this letter, please find the [Deed/Legal Document] confirming the transfer of title.

If you require additional documentation or have any questions regarding this transition, please contact [Contact Name] at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Signature]

[Your Title]

[Company Name]