

[Your Name/Company Name]
[Current Mailing Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Utility Company Name]
[Utility Company Address]
[City, State, Zip Code]

RE: Notice of Ownership Change and Request for Account Transfer

To the Billing Department,

This letter is to formally notify you that effective [Date of Transfer], I have become the new owner of the property located at:

[Service Address]
[City, State, Zip Code]

Current Account Information:

Current Account Number: [Old Account Number, if known]
Previous Owner Name: [Previous Owner Name]

New Account Information:

New Account Holder: [Your Full Name or Business Entity Name]
Tax ID / SSN: [Optional - Provide if required by phone later]
Billing Address: [Address where bills should be sent]
Effective Date for Billing: [Date]

Please update your records to reflect this change in ownership. I request that a final reading be performed for the previous owner and that all future billing and correspondence be directed to me at the address listed above.

Please let me know if there are specific forms I need to complete or if a security deposit is required to establish the new account.

Thank you for your assistance with this transition.

Sincerely,

[Your Signature]

[Your Printed Name]