

Date: [Date]

To: [Utility Company Name]

Address: [Utility Company Address]

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

RE: Utility Account Assumption and Closing Notification

Property Address: [Full Property Address]

Current Account Number: [Account Number]

Escrow Number: [Escrow Number]

Closing Date: [Date of Closing]

To Customer Service Department,

This letter serves as formal notification that the property located at the address listed above is scheduled to change ownership on **[Date of Closing]**.

Please perform the following actions regarding the utility services (Water, Sewer, Trash, Electricity, Gas) for this account:

- **Final Reading:** Please conduct a final meter reading on the closing date.
- **Final Billing:** Send the final bill for the current owner, **[Seller's Name]**, to the following forwarding address: [Seller's Forwarding Address].
- **Account Assumption:** Effective **[Date of Closing]**, the new owner, **[Buyer's Name]**, will assume responsibility for the account. Their contact information is [Buyer's Phone/Email].
- **Escrow Instructions:** Please provide a final payoff demand to **[Escrow Company Name]** at **[Escrow Email/Fax]** to ensure all outstanding balances are cleared through the closing proceeds.

Please confirm receipt of this request and let us know if any additional forms or deposits are required from the new owner to complete the transfer.

Sincerely,

[Your Name/Escrow Officer Name]

[Phone Number]

[Email Address]