

[Date]

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

RE: Notice of Management Transition for [Property Name/Address]

To whom it may concern,

This letter serves as formal notification that effective [Date of Transition], the management of the commercial property located at [Full Property Address] is transitioning from [Outgoing Management Company Name] to [Incoming Management Company Name].

Regarding the following account(s):

- Account Number(s): [List Account Numbers]
- Service Address: [Service Address]

Please update your records to reflect the following changes:

New Billing Address:

[Incoming Management Company Name]
[Billing Address]
[City, State, Zip Code]
Attn: [Accounts Payable/Specific Name]

New Authorized Contact:

Name: [Contact Name]
Phone: [Phone Number]
Email: [Email Address]

Please ensure that all future invoices, correspondence, and notices regarding these accounts are directed to the new management company at the address listed above. [Incoming Management Company Name] is authorized to discuss account details, request service changes, and manage billing for these accounts.

A copy of the [Management Agreement/Letter of Authorization] is attached for your records if required.

Please confirm receipt of this notice and the update of our account information.

Sincerely,

[Name of Authorized Signatory]

[Title]

[Company Name]