

[Date]

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

RE: Transition of Billing and Management for [HOA Name]

To Whom It May Concern,

Please be advised that effective [Date of Transition], [Management Company Name] has been appointed as the new property management agent for [HOA Name].

We are writing to formally request the transition of all utility billing and account management records for the following account(s):

- **Account Number(s):** [List Account Numbers]
- **Service Address:** [Property Address/Common Area Location]

As of the effective date mentioned above, please update your records to reflect the following billing information:

[HOA Name]
c/o [Management Company Name]
[Billing Address]
[City, State, Zip Code]

Furthermore, please grant [Management Company Name] and its authorized representatives full access to account information, usage history, and electronic billing portals. All future invoices, notices, and correspondence should be directed to the new billing address provided.

Attached to this letter, please find the [Management Agreement/Board Resolution] confirming our authority to manage these accounts on behalf of the Association.

If you require additional documentation or have any questions regarding this transition, please contact our office at [Phone Number] or via email at [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Management Company Name]