

Date: [Date]

To: [Natural Gas Utility Company Name]

Account Number: [Current Account Number]

Service Address: [Full Property Address]

Subject: Notice of Property Management Transition

Dear Customer Service Department,

This letter is to formally notify you that effective [Effective Date], management of the property located at [Property Address] will transition from [Former Management Company Name] to [New Management Company Name].

Please update your records to reflect the following information for billing, maintenance, and emergency notifications:

New Management Company: [Company Name]

Mailing Address: [New Billing Address]

Phone Number: [Phone Number]

Email Address: [Email Address]

Contact Person: [Name of Property Manager]

We request the following actions be taken:

- Update the billing address for all future invoices.
- Ensure the "Owner/Agent Agreement" (Reversion to Owner) is updated to the new management entity.
- Direct all future service calls and safety notices to the contact information provided above.

Please let us know if there are any specific forms or additional documentation required to complete this transfer. We appreciate your prompt attention to this matter.

Sincerely,

[Signature]

[Printed Name]

[Title]

[New Management Company Name]