

[Date]

[Utility Company Name]
[Customer Service Department]
[Company Address]
[City, State, Zip Code]

RE: Notice of Management Change and Request for Utility Transfer

To Whom It May Concern,

Please be advised that effective [Date of Transfer], [New Property Management Company Name] has assumed management responsibilities for the property located at:

[Property Name, if applicable]
[Full Property Address]

We are requesting that the billing and responsibility for the following utility services be transferred into our name effective as of the date mentioned above:

- Account Number: [Existing Account Number]
- Service Type: [e.g., Electric, Water, Gas, Trash]

Please update your records to reflect the following billing information:

[New Property Management Company Name]
[Billing Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

The previous management company, [Former Management Name], is responsible for all charges incurred prior to [Date of Transfer]. Please issue a final bill to them at their last known address.

If you require any further documentation, such as a management agreement or proof of ownership, please contact our office at [Phone Number].

Sincerely,

[Your Name/Signature]
[Your Title]
[New Property Management Company Name]