

[Date]

[Electricity Provider Name]

[Provider Address]

[City, State, Zip Code]

RE: Notice of Property Management Transition

To Customer Service Department,

This letter serves as formal notification that effective [Effective Date], the management of the property located at [Property Address] has transitioned from [Former Management Company Name] to [New Management Company Name].

As the new authorized agent for this property, we request that you update your records for the following account(s):

- **Account Number:** [Account Number]
- **Service Address:** [Full Property Address]

Please ensure that all future invoices, correspondence, and notifications are directed to:

[New Management Company Name]

[Billing Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

We have attached the [Management Agreement/Authorization Document] for your records to verify our authority to manage this account. Please confirm once these changes have been processed.

If you require any additional documentation or have questions regarding this transition, please contact us at [Phone Number].

Sincerely,

[Your Name/Signature]

[Your Title]

[New Management Company Name]