

[Date]

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

RE: Notice of Property Management Transition

To whom it may concern,

This letter serves as formal notification that effective [Effective Date], management of the property located at **[Property Address]** has been transitioned.

Previous Management Information:

Name: [Former Management Name/Owner Name]
Account Number: [Utility Account Number]

New Management Information:

Name: [New Property Management Company Name]
Contact Person: [Contact Name]
Mailing Address: [New Mailing Address]
Phone Number: [Phone Number]
Email: [Email Address]

Please update your records to ensure all future utility bills, correspondence, and notices regarding this property are directed to the new management at the address listed above. We request that a final meter reading be conducted on [Transition Date] for the outgoing management account.

If there are specific forms or additional documentation required to complete this transfer, please contact us immediately at [Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title/Position]