

Date: [Date]

To: [Utility Company Name]

Account Number: [Account Number]

Service Address: [Full Property Address]

Subject: Termination of Management Authority and Account Transition

Dear Customer Service Department,

This letter serves as formal notification that **[Prior Management Company Name]** will no longer be managing the property located at the address listed above, effective **[Effective Date]**.

Please take the following actions regarding the aforementioned account:

- **Final Reading:** Please perform a final meter reading on [Date].
- **Account Termination:** Remove [Prior Management Company Name] as the authorized representative and primary billing contact for this account effective [Date].
- **Final Invoice:** Send the final closing bill to: [Mailing Address for Prior Management].

Effective **[Date]**, the responsibility for this utility service should be transferred to:

New Management/Owner Name: [New Management Company or Owner Name]

Contact Person: [Name]

Phone Number: [Phone Number]

Email Address: [Email Address]

Billing Address: [New Billing Address]

Please confirm receipt of this request and provide confirmation once the transition is complete. If you require additional documentation or a specific transfer form, please contact us immediately at [Prior Management Phone Number].

Sincerely,

[Your Name]

[Your Title]

[Prior Management Company Name]