

Date: [Insert Date]

Property Name: [Insert Property Name]

Property Address: [Insert Full Address]

Subject: NOTICE OF UTILITY TRANSITION

Dear Residents,

This letter is to inform you of an upcoming change regarding the utility billing services for your residence. Please read this notice carefully as it contains important information regarding your account.

Type of Utility Change: [e.g., Water, Electricity, Gas, Trash]

Effective Date: [Insert Date]

What is Changing?

- **Provider Change:** The utility service is being transitioned from [Old Provider/Management] to [New Provider/Third-Party Billing Company].
- **Billing Method:** [Explain if it is now sub-metered, RUBS/Ratio Utility Billing, or a flat fee].
- **Payment Process:** [Instructions on where to send payments, e.g., online portal, check to office, or new provider website].

Required Action:

[Insert specific actions, e.g., "Residents must set up a new account at the following link by (Date)" or "No action is required at this time; your first bill will arrive on (Date)."]

Important Deadlines:

- Final payment to previous provider due by: [Insert Date]
- First bill from new provider expected on: [Insert Date]

We apologize for any inconvenience this transition may cause. This change is being implemented to [reason, e.g., improve billing accuracy / comply with local regulations].

If you have any questions regarding this transition, please contact the Management Office at [Phone Number] or via email at [Email Address].

Sincerely,

[Your Name/Signature]

[Title/Property Management Name]