

Date: [Date]

To: [Utility Company Name]

Attention: Billing/Customer Service Department

Address: [Utility Company Street Address]

City, State, Zip: [City, State, Zip Code]

Subject: Notice of Account Transfer and Management Transition

To Whom It May Concern,

This letter serves as formal notification regarding a change in management and responsibility for the utility account(s) listed below, effective as of **[Effective Date of Transfer]**.

Account Details:

- **Service Address:** [Full Property Address]
- **Current Account Number:** [Account Number]
- **Type of Service:** [e.g., Electricity, Water, Gas]

Outgoing Party Information (Former Management/Owner):

- **Name:** [Outgoing Name/Company]
- **Final Billing Address:** [Address for Final Invoice]
- **Contact Phone:** [Phone Number]

Incoming Party Information (New Management/Owner):

- **Name:** [Incoming Name/Company]
- **New Billing Address:** [Address for Future Invoices]
- **Contact Phone:** [Phone Number]
- **Email Address:** [Email Address]

Action Requested:

1. Perform a final meter reading on [Date].
2. Issue a final closing invoice to the Outgoing Party.
3. Transfer all future billing and account responsibility to the Incoming Party effective [Date].
4. Update all contact information in your records to reflect the New Management details provided above.

Please confirm once this transfer has been processed. If additional documentation or internal forms are required to complete this transition, please contact [Contact Name] at [Phone Number/Email].

Thank you for your prompt attention to this matter.

Sincerely,

[Signature of Outgoing Authorized Representative]
[Printed Name]
[Title]

[Signature of Incoming Authorized Representative]
[Printed Name]
[Title]