

Date: [Date]

Subject: Important Notice: Transition of Water and Sewer Management Services

Dear Resident/Customer,

We are writing to formally notify you that the management and operations of the water and sewer utilities for [Property Name/Service Area] will be transitioning from [Old Management Company Name] to [New Management Company Name].

Effective Date: This transition will take effect on [Effective Date].

What this means for you:

- **Billing:** Your final bill from [Old Management Company] will cover services through [End Date]. Starting [Start Date], you will receive invoices from [New Management Company].
- **Payment Methods:** If you use automated payments (Auto-pay), please cancel your current arrangement with the previous provider. You will need to register for a new account at [New Website URL/Portal] to set up future payments.
- **Service Inquiries:** For any questions regarding your meter, usage, or billing after [Effective Date], please contact the new management team.

New Contact Information:

[New Management Company Name]
[Address]
[Phone Number]
[Email Address]
[Website]

Emergency Contact:

For water leaks or sewer emergencies after [Effective Date], please call [Emergency Phone Number].

We are committed to ensuring a seamless transition and continuous utility service. Thank you for your cooperation.

Sincerely,

[Your Name/Organization Name]
[Title]