

[Your Name/Company Name]
[Current Mailing Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Name of Utility Company/Municipality]
[Department Name, e.g., Billing Department]
[Address]
[City, State, Zip Code]

Subject: Notification of Ownership Change and Account Transfer

To Whom It May Concern,

This letter is to formally notify you of a change in ownership for the property located at:

Property Address: [Full Property Address]
Utility Account Number: [Your Account Number]

The property was officially sold/transferred on **[Closing Date/Transfer Date]**. As of this date, I am no longer responsible for the utility charges incurred at this location.

Please perform a final meter reading on **[Date]** and send the final bill to my new mailing address:

[New Mailing Address]
[City, State, Zip Code]

The information for the new owner is as follows:

New Owner Name: [New Owner's Full Name]
New Owner Phone: [New Owner's Phone Number]
New Owner Email: [New Owner's Email Address]

Please transfer the account responsibility to the new owner effective **[Date]**. If there are any forms or additional documentation required to complete this transfer, please let me know immediately.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]