

Date: [Insert Date]

To: [Contractor Name/Company Name]

Address: [Contractor Address]

Subject: Notice of Ownership Change and Final Account Settlement

Dear [Contact Person Name],

This letter serves as formal notification that effective [Date of Transfer], the ownership of [Property/Business Name] located at [Address] will be transferred from [Current Owner/Company Name] to [New Owner/Company Name].

In accordance with this change, we are initiating the final settlement of your account. Please take note of the following instructions:

- **Final Invoice:** Please submit your final invoice for all services rendered up to [Date of Transfer] no later than [Submission Deadline Date].
- **Reconciliation:** Our accounting department will review all outstanding balances, retainage, and pending work orders to ensure a clean closing of the ledger.
- **Contract Status:** [Select one: Your contract will be terminated effective the transfer date / Your contract will be assigned to the new ownership].

Please send all final documentation and invoices to [Email Address] or [Mailing Address].

We appreciate the services you have provided during our period of ownership and wish to ensure all financial obligations are met promptly during this transition.

Sincerely,

[Your Name/Authorized Signature]

[Title]

[Current Company Name]