

URGENT: NOTICE OF OWNERSHIP CHANGE AND UTILITY ASSUMPTION

Date: [Insert Date]

To: [Utility Company Name]

Department: [Customer Service / Billing]

Account Number: [Insert Old Account Number if known]

Service Address: [Insert Full Property Address]

To Whom It May Concern,

This letter serves as formal notice that the property located at **[Insert Full Property Address]** was sold on **[Insert Closing Date]**.

As the new owner, I am requesting an immediate transfer of services and the assumption of utility billing effective as of the closing date mentioned above. Please perform a final meter reading for the previous owner and establish a new account in my name.

New Account Information:

- Account Holder Name: [Insert Full Name]
- SSN / Tax ID (if required via phone): [Insert Info]
- Contact Phone Number: [Insert Phone Number]
- Email Address: [Insert Email Address]
- Billing Address: [Insert Billing Address if different from Service Address]

Attached to this notice is a copy of the [Settlement Statement / Warranty Deed] as proof of ownership transfer to prevent any interruption in service.

Please confirm receipt of this notice and provide the new account number at your earliest convenience. If there are any forms or deposits required to finalize this assumption, please contact me immediately.

Sincerely,

[Signature]

[Printed Name]