

Date: [Date]

To: [Utility Company Name]

Account Number: [Existing Account Number]

Property Address: [Full Property Address]

Subject: Notice of Transfer of Ownership and Request for Final Meter Reading

To Whom It May Concern,

Please be advised that the commercial property located at the address above was sold on **[Closing Date]**.

As of the closing date, **[Seller Name/Company Name]** is no longer responsible for utility charges at this location. We request that you perform a final meter reading as of **[Date/Time]** and issue a final bill to the following forwarding address:

[Seller Forwarding Address]

[City, State, Zip Code]

[Phone Number/Email]

The new owner's information for the purpose of establishing a new account is as follows:

New Owner Name: [Buyer Name/Company Name]

Contact Person: [Name]

Phone Number: [Phone Number]

Email Address: [Email Address]

Please confirm receipt of this notice and provide confirmation once the final bill has been processed.

Sincerely,

[Signature]

[Printed Name]

[Title/Company Name]