

Date: [Date]

To: [Utility Company Name]
[Utility Company Address]
[City, State, Zip Code]

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

Dear Customer Service Department,

Please be advised that the property located at **[Property Address]** was sold on **[Closing Date]**.

I am writing to request the following actions for the [Water / Electric] account associated with this address:

- **Account Number:** [Your Account Number]
- **Final Reading Date:** [Date of Closing or Possession Transfer]
- **Closing of Account:** Please discontinue service in my name effective [Date].
- **Final Billing:** Please send the final bill to my new forwarding address listed below.

Forwarding Address:

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

New Owner Information:

Name: [New Owner Name]
Phone: [New Owner Phone Number]

If you require any further information to complete this transfer, please contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Printed Name]
[Your Signature]