

[Date]

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

RE: Notice of Ownership Change and Request for Utility Transfer

To the Billing Department,

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

As the property management company representing the new owner, we are requesting the following actions:

- **Final Meter Reading:** Please perform a final meter reading as of the closing date mentioned above.
- **Final Bill for Previous Owner:** Please send the final bill for [Previous Owner Name] to [Forwarding Address/Title Company].
- **New Account Setup:** Please transition the utility services to the new owner's name: **[New Owner Name/Entity]**.
- **Billing Address:** All future invoices and correspondence should be sent to:
[Property Management Company Name]
[Mailing Address]
[City, State, Zip Code]

If there are specific forms required to complete this transfer, or if a security deposit is necessary to establish the new account, please contact our office at [Phone Number] or via email at [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Property Management Company Name]