

[Your Name]
[Your New Phone Number]
[Your Email Address]

[Date]

[Utility Company or Service Provider Name]
[Company Address]
[City, State, Zip Code]

Subject: Notice of Property Transfer and Request for Account Update

To Whom It May Concern,

I am writing to formally notify you of a change in ownership for the property located at:

Property Address: [Full Address of the Property Sold/Purchased]

As of [Closing Date], I am the [new owner / former owner] of this property. Please update your records accordingly based on the request selected below:

[] For Sellers (Stop Service):

Please terminate my responsibility for the utility services at the above address effective [Date]. Please send the final bill to my new mailing address: [New Mailing Address].

[] For Buyers (Start Service):

Please transfer the utility account for the above address into my name effective [Date]. I would like the billing address to be [Mailing Address for Bills].

[] For General Address Updates:

Please update my contact information on file to reflect my new permanent address listed below:
[New Mailing Address]

If you require any further documentation, such as a closing statement or proof of identification, please contact me at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]