Date: [Date]

To: [Utility Company Name]
Account Department: [Service Address]

Subject: Notice of Utility Transfer / Change of Management

Dear Customer Service Team,

This letter is to formally notify you of a change in management for the property located at:

Property Address: [Full Property Address]

Effective as of **[Effective Date]**, the property management responsibilities have been transferred to:

New Management Company: [Company Name]
Billing Address: [New Mailing Address]
Phone Number: [Phone Number]
Email: [Email Address]

Please update your records to reflect the following changes for the account(s) associated with this address:

- **Account Number (if known):** [Account Number]
- **Authorized Representative:** [Name of Property Manager]
- **Mailing Address for Invoices:** [Billing Address]

Please send a final bill to the previous management/owner at [Previous Address] and ensure all future correspondence and billing are directed to our office.

If you require any additional documentation or a specific transfer form, please contact us immediately at [Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Title]
[Company Name]