[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

RE: Utility Transfer for [Property Address]

To Whom It May Concern,

This letter is to formally notify you of a change in responsibility for the utility services at the following commercial property:

Property Address: [Full Property Address, including Suite Number]
Account Number: [Current Account Number]

Please be advised that effective **[Date of Transfer/Lease Commencement]**, the responsibility for [List specific utilities, e.g., Electricity/Water/Gas] will be transferred as follows:

New Account Holder/Tenant Name: [Name of New Tenant or Business]
Contact Person: [Name]
Contact Phone: [Phone Number]
Billing Address: [New Billing Address]

I request that a final meter reading be conducted on [Date] and that the final invoice for the period up to this date be sent to [Your Name/Company Name] at [Your Mailing Address].

Please confirm receipt of this notification and advise if any further documentation or signatures are required to finalize this transfer.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title, e.g., Property Manager/Landlord]