Date: [Date]

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

RE: Notice of Property Transfer and Request for Final Reading

To Whom It May Concern,

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

**Property Address:** [Full Property Address]

The closing date for the sale of this property is scheduled for **[Closing Date]**. Please perform the following actions regarding the account associated with this address:

- **Account Number:** [Your Account Number]
- **Final Reading:** Please schedule a final meter reading for [Closing Date].
- **Service Termination:** Please discontinue service in my name effective as of the closing date.
- **Final Billing:** Please send the final bill to my new forwarding address listed below.

**Forwarding Address:**
[Your New Street Address]
[City, State, Zip Code]

Please note that the new owner, [New Owner Name], will be contacting you to establish a new account in their name starting on the same date to ensure there is no interruption in service.

If you require any further information or have specific forms that need to be completed, please contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature]
[Your Printed Name]