

Date: [Insert Date]

To: [Tenant Name]

Property Address: [Insert Property Address]

Dear [Tenant Name],

This letter serves as formal notice regarding a change in responsibility for utility services at the address mentioned above.

Effective **[Insert Effective Date]**, the responsibility for the following utility accounts will shift from **[Current Responsible Party]** to **[New Responsible Party]**:

- [Utility Type, e.g., Electricity]
- [Utility Type, e.g., Water/Sewer]
- [Utility Type, e.g., Natural Gas]
- [Utility Type, e.g., Trash/Recycling]

Action Required:

Please contact the service providers listed below before the effective date to transfer the accounts into your name or to ensure billing information is updated:

- [Provider Name] - [Phone Number/Website]
- [Provider Name] - [Phone Number/Website]

Failure to transfer these services by the deadline may result in a disruption of service. Any final bills for usage prior to the effective date will be handled by [Landlord/Property Manager Name].

If you have any questions regarding this transition, please contact [Contact Person Name] at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company Name]