

[Your Name]
[Current Mailing Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

RE: Notice of Property Transfer and Account Closure/Transfer

Account Number: [Your Account Number]
Service Address: [Address of Property Being Sold/Transferred]

To Customer Service Department,

Please accept this letter as formal notification that the property located at the address listed above is being transferred to a new owner. The closing date is scheduled for [Date of Closing].

I am requesting the following actions regarding my account:

- Perform a final meter reading on [Date].
- Disconnect service in my name effective [Date].
- Send the final bill and any applicable deposit refunds to my new mailing address: [New Forwarding Address].

The information for the new owner/occupant (if known) is as follows:

Name: [New Owner Name]
Contact Info: [New Owner Phone/Email]

Please confirm receipt of this notice and that the final reading has been scheduled. If you require any additional information, please contact me at [Your Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]