

Change of Utility Account Ownership

Date: [Insert Date]

To: [Utility Company Name]

Address: [Utility Company Address]

Subject: Change of Utility Account Ownership

Dear [Utility Company's Customer Service Department],

I am writing to formally request a change in the ownership of the utility account associated with the property located at [Property Address]. The account number is [Account Number].

Current Account Owner:

Name: [Current Owner's Name]

Contact Information: [Current Owner's Contact Information]

New Account Owner:

Name: [New Owner's Name]

Contact Information: [New Owner's Contact Information]

The change in ownership is due to [Reason for Change, e.g., sale of property, transfer, etc.]. I have attached all required documentation to support this request, including [List of Attached Documents].

Please let me know if you require any further information to process this request.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Address]