

# Utility Account Authorization Letter

Date: [Insert Date]

To: [Utility Company Name]

Address: [Utility Company Address]

Subject: Authorization of Utility Account for New Tenant

Dear [Utility Company Contact Name or "To Whom It May Concern"],

I, [Your Name], am the current account holder for the utility account associated with the property located at [Property Address]. I am writing to formally authorize [New Tenant's Name] to manage this utility account as the new tenant of the aforementioned property.

Details of the account are as follows:

- Account Holder Name: [Your Name]
- Account Number: [Account Number]
- Service Address: [Property Address]

I kindly request that all future correspondence regarding this account be directed to [New Tenant's Name] at their contact information provided below:

- Name: [New Tenant's Name]
- Email: [New Tenant's Email]
- Phone: [New Tenant's Phone Number]

Thank you for your attention to this matter. If you require any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]