

FORM 7-5 Utility Letter

[ typed on company letterhead ]

[ date ]

[ utility company name and address ]

Subject: *New/(Discontinued) Service*

*1 property name, apartment number, and address ]*

*Dear [ customer representative ]*

This will confirm our telephone conversation for new service to the apartment listed above for, Please be advised that the apartment listed above has been leased to \_\_\_\_\_ ], effective the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_ ( [ *Property name* ] will not be responsible for any billing for [ *type of utility* ] following the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_ )

Please send the (final) bill for this service to: [ *list either resident or management company name and address* ].

If you have any questions, please call me at 1 *telephone number* ].

Sincerely,

[ *property name* ]

\_\_\_\_\_  
[ *employee name* ]

[ *title* ]