



*Water Works and Lighting Commission*

221 16th St. So. P.O. Box 399 Wisconsin Rapids, WI 54495-0399 715/423-6300 [www.wwl.com](http://www.wwl.com)

Date

Landlord/Address

Regarding utility service at: **Service Address**

Dear Landlord:

On **date of termination**, **Previous Tenant** terminated their utility service at the above address. The new customer who has placed utility service in their name at this same address is **New Tenant**.

This is a courtesy letter. As the homeowner/landlord of the property, if you are not aware of this transfer of service, please address this with your tenants. Water Works and Lighting Commission is not privy to a lease agreement and is not able to deny service to a customer for this reason.

If you have any questions, please feel free to call our office at 715-423-6300 and any member of our office staff would be happy to assist you.

Sincerely,

Customer Service

Wisconsin Rapids Water Works and Lighting Commission