

**Date:** [Insert Date]

**To:** [Tenant Name]

**Property Address:** [Insert Full Property Address]

Dear [Tenant Name],

This letter serves as a formal reminder regarding your responsibility to activate and maintain utility services for the property located at [Insert Property Address], as outlined in your lease agreement.

According to our records, the following utilities must be transferred into your name effective **[Lease Start Date/Transfer Date]**:

- Electricity
- Water/Sewer
- Natural Gas (if applicable)
- Trash Collection

Please contact the service providers immediately to ensure there is no interruption in service. Failure to transition these accounts by the deadline may result in a utility shut-off or additional administrative fees as per your rental contract.

Once the accounts have been activated, please provide the confirmation numbers or proof of transfer to the management office at [Insert Email Address or Phone Number].

If you have already completed this process, please disregard this notice.

Sincerely,

[Your Name/Property Manager Name]

[Company Name]

[Phone Number]