

Date: [Insert Date]

To: [Buyer Name]

Property Address: [Insert Property Address]

Subject: Reminder to Transfer Utility Accounts

Dear [Buyer Name],

This letter is a friendly reminder regarding the transfer of utility services for the property located at [Insert Property Address]. As per our agreement, the closing date is scheduled for [Insert Closing Date].

Please ensure that you contact the following utility providers to set up your new accounts or transfer existing ones effective as of the closing date:

- Electricity: [Provider Name]
- Water/Sewer: [Provider Name]
- Gas: [Provider Name]
- Trash/Recycling: [Provider Name]
- Internet/Cable: [Provider Name]

Please note that I have scheduled the disconnection of my accounts for [Insert Date]. To avoid any interruption in service or reconnection fees, it is important that your new accounts are active by that time.

If you have already completed these transfers, please disregard this notice.

Thank you,

[Your Name]

[Your Phone Number]

[Your Email Address]