

[Date]

[Seller Name]

[Current Address]

[City, State, Zip Code]

Re: Utility Transfer for Property at: [Property Address]

Dear [Seller Name],

As your scheduled closing date of [Closing Date] approaches, this is a reminder to arrange for the disconnection or transfer of utility services at the property mentioned above.

To ensure a smooth transition for both yourself and the buyer, please contact your service providers to schedule a final meter reading and request a final invoice effective as of the closing date. Please do not request a full shut-off of essential services (such as water or electricity) prior to the closing date to allow for the final walkthrough.

Please contact the following utility providers:

- Electricity: [Company Name / Phone Number]
- Water/Sewer: [Company Name / Phone Number]
- Gas/Heating: [Company Name / Phone Number]
- Trash/Recycling: [Company Name / Phone Number]
- Cable/Internet: [Company Name / Phone Number]

Please also remember to cancel or transfer any additional services such as security monitoring, landscaping, or pool maintenance.

If you have already completed these steps, please disregard this notice. Thank you for your cooperation.

Sincerely,

[Your Name/Company Name]

[Your Phone Number]

[Your Email Address]