

Date: [Insert Date]

To: [Buyer Name]

Property Address: [Property Address]

Subject: Important: Reminder to Transfer Utilities for Your New Home

Dear [Buyer Name],

As we approach your closing date of [Closing Date], please remember to schedule the transfer of utilities into your name. To ensure a seamless transition and prevent any service interruptions, we recommend contacting the providers at least 5 to 7 days before closing.

Please request that the services be effective as of the closing date.

Below is a list of the utility providers for your new property:

- **Electricity:** [Provider Name] - [Phone Number/Website]
- **Water/Sewer:** [Provider Name] - [Phone Number/Website]
- **Gas:** [Provider Name] - [Phone Number/Website]
- **Trash/Recycling:** [Provider Name] - [Phone Number/Website]
- **Internet/Cable:** [Provider Name] - [Phone Number/Website]

When you contact them, you may need to provide the property address, your move-in date, and occasionally a copy of your purchase agreement.

If you have any questions or need further assistance, please feel free to reach out.

Sincerely,

[Your Name]

[Your Company/Title]

[Your Phone Number]