

Date: [Date]

To: [Seller Name(s)]

Property Address: [Full Property Address]

Dear [Seller Name],

Congratulations on the successful closing of your property at [Property Address].

This is a friendly reminder to contact your utility service providers to officially transfer or terminate your accounts as of the closing date, [Closing Date].

Please ensure you have contacted the following departments:

- Electricity
- Water and Sewer
- Natural Gas/Heating Oil
- Trash and Recycling
- Cable, Internet, and Phone

Please request that final readings be taken and that final invoices be sent to your new forwarding address:

[Seller Forwarding Address]

[City, State, Zip Code]

The buyer has been advised to contact these companies to establish their new accounts to ensure there is no interruption in service.

Thank you for your cooperation and best of luck in your new home.

Sincerely,

[Your Name]

[Your Company Name]

[Your Phone Number]