

Date: [Date]

To: [Tenant/Buyer Name]

Address: [Property Address]

Subject: Final Walkthrough and Utility Transfer Reminder

Dear [Name],

This letter is a reminder regarding the upcoming final walkthrough and the necessary transfer of utility services for the property located at [Property Address].

Final Walkthrough:

Our scheduled final walkthrough is set for [Date] at [Time]. Please ensure the property is vacant and clear of all personal belongings and debris prior to this time.

Utility Transfers:

To ensure a seamless transition and avoid any service interruptions or additional fees, please contact the utility providers listed below to schedule the transfer of services to your name effective [Closing/Move-in Date]:

- Electricity: [Company Name & Phone]
- Water/Sewer: [Company Name & Phone]
- Gas: [Company Name & Phone]
- Trash/Recycling: [Company Name & Phone]

Please confirm once you have contacted these providers. If you have any questions regarding the walkthrough process, feel free to contact me at [Your Phone Number] or [Your Email].

Sincerely,

[Your Name]

[Your Company/Title]