

URGENT: ACTION REQUIRED

Date: [Insert Date]

To: [Buyer Name]

Property Address: [Insert Property Address]

Dear [Buyer Name],

This is an urgent reminder regarding the transfer of utility services for the property mentioned above. Our records indicate that the utilities have not yet been transitioned into your name following the closing on [Insert Closing Date].

Please contact the following service providers immediately to establish your accounts:

- **Electricity:** [Provider Name / Account Number]
- **Water/Sewer:** [Provider Name / Account Number]
- **Gas:** [Provider Name / Account Number]
- **Trash/Recycling:** [Provider Name]

Please be advised that the current accounts under the seller's name are scheduled to be disconnected on **[Insert Disconnection Date]**. To avoid a service interruption, restoration fees, or potential damage to the property (such as loss of climate control), these transfers must be completed prior to that date.

If you have already initiated these transfers, please disregard this notice. Otherwise, please confirm via email or phone once the updates have been made.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title/Company]

[Your Phone Number]

[Your Email Address]