

[Date]

[Resident Name]  
[Current Address]  
[Unit Number]

**Subject: Important Reminder: Transferring Your Utilities**

Dear [Resident Name],

As your move-in date of **[Move-in Date]** approaches, we want to ensure your transition to your new home is as smooth as possible. This is a friendly reminder to coordinate the transfer of utility services into your name.

To avoid any service interruptions or additional fees, please contact the following providers to schedule your start date:

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

Please note that proof of utility transfer (such as a confirmation number or account statement) must be provided to the leasing office prior to receiving your keys.

If you have already completed these transfers, please disregard this notice. Should you have any questions regarding provider details, feel free to contact us at [Office Phone Number].

We look forward to welcoming you home!

Sincerely,

[Your Name/Property Manager]  
[Property Name]  
[Contact Information]