

Subject: ACTION REQUIRED: Utility Transfer for [Property Address]

Dear [Buyer Name],

Congratulations on your escrow approval! As we approach the final closing date for the property located at **[Property Address]**, this is a friendly reminder to schedule the transfer of utilities into your name.

To ensure uninterrupted service and to avoid reconnection fees, please contact the providers listed below to schedule the transfer effective as of **[Closing Date]**:

- **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]

The current owners have been instructed to stop their billing as of the closing date. Please confirm once you have completed these requests.

If you have any questions regarding this process, please contact me at [Your Phone Number] or [Your Email Address].

Best regards,

[Your Name]
[Your Title]
[Company Name]