

Date: [Date]

To: [Client Name]

Property Address: [Property Full Address]

Subject: Reminder: Utility Transfer for Your Upcoming Closing

Dear [Client Name],

As we approach the closing date of [Closing Date] for the property listed above, this is a friendly reminder to arrange for the transfer of utilities. To ensure a smooth transition and avoid any service interruptions or additional fees, please contact the service providers listed below to schedule the change of account ownership effective as of the closing date.

Recommended Utilities to Contact:

- **Electricity:** [Provider Name & Phone Number]
- **Water/Sewer:** [Provider Name & Phone Number]
- **Gas/Heating:** [Provider Name & Phone Number]
- **Trash/Recycling:** [Provider Name & Phone Number]
- **Internet/Cable:** [Provider Name & Phone Number]

Please remember to provide the companies with your final move-out date (if selling) or your move-in date (if buying). I also recommend taking a photo of the meters on the day of closing for your personal records.

If you have any questions regarding this process, please feel free to reach out to me.

Best regards,

[Agent Name]

[Brokerage Name]

[Phone Number]

[Email Address]