

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: REMINDER: Transfer of Utility Accounts - [Property Address]

Dear [Recipient Name],

This letter serves as a reminder regarding the transfer of utility services for the property located at [Property Address], following the change of ownership on [Closing/Transfer Date].

According to our records, the following utility accounts must be transferred into your name or closed by [Deadline Date]:

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

Please contact the service providers immediately to ensure a seamless transition and to avoid any interruption in service or additional late fees. Failure to transfer these accounts may result in the disconnection of services on [Date of Disconnection].

If you have already initiated these transfers, please disregard this notice.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]