

Dear [Buyer Name],

Congratulations on the purchase of your new home at [Property Address]!

As you prepare for your upcoming move, this is a friendly reminder to transfer the utility accounts into your name. To ensure uninterrupted service, please contact the providers listed below before your closing date of [Closing Date].

- **Electricity:** [Company Name] - [Phone Number/Website]
- **Water/Sewer:** [Company Name] - [Phone Number/Website]
- **Gas/Propane:** [Company Name] - [Phone Number/Website]
- **Trash/Recycling:** [Company Name] - [Phone Number/Website]
- **Internet/Cable:** [Company Name] - [Phone Number/Website]

Most providers will require the service start date to match your closing or possession date. Please have your identification and new address ready when you call.

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

Best regards,

[Your Name]

[Your Company]

[Your Phone Number]