

Subject: Urgent: Utility Transfer Reminder for [Property Address]

Dear [Tenant Name],

This is a friendly reminder regarding the upcoming commencement of your lease for the property located at **[Property Address]** starting on **[Lease Start Date]**.

To ensure a seamless transition and avoid any interruption of services, please ensure that all utility accounts are transferred into your name effective as of your move-in date. Failure to transfer these accounts may result in a disconnection of services or additional administrative fees.

Please contact the following service providers to arrange the transfer:

- **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]

Once you have completed the transfers, please provide our office with the confirmation numbers or proof of transfer for our records.

If you have already completed this process, please disregard this notice.

Thank you for your cooperation,

[Your Name/Property Management Name]

[Phone Number]

[Email Address]