

Date: [Date]

To: [Buyer Name]

Property Address: [Property Address]

Subject: Reminder: Transfer of Utility Accounts

Dear [Buyer Name],

Congratulations once again on the purchase of your new home. This is a friendly reminder regarding the transfer of utility services into your name.

To ensure there is no interruption in service, please contact the following providers immediately to establish your new accounts as of the closing date, [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]

The previous owners have scheduled their accounts for disconnection on [Date]. Failure to transfer these services may result in a temporary loss of power or water, and may incur reconnection fees from the providers.

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

Best regards,

[Your Name]

[Your Company/Title]

[Your Phone Number]