

Date: [Date]

To: [Seller Name]

Forwarding Address: [Seller Forwarding Address]

Re: Utility Cancellation Reminder for Property: [Property Address]

Dear [Seller Name],

Congratulations on the recent closing of your property located at [Property Address].

This is a friendly reminder to contact your utility service providers to officially cancel or transfer your accounts. As of [Closing Date], the responsibility for utility charges has transitioned to the new owner.

Please ensure you have contacted the following providers to request a final meter reading and to provide your new forwarding address for the final statements:

- Electricity
- Water and Sewer
- Natural Gas/Heating Oil
- Trash and Recycling
- Internet, Cable, and Phone

Failing to close these accounts may result in additional charges for usage incurred after the closing date.

Thank you for your prompt attention to this matter, and best of luck in your new home.

Sincerely,

[Your Name/Company Name]

[Your Phone Number]

[Your Email Address]