

FINAL NOTICE: IMMEDIATE ACTION REQUIRED

Date: [Insert Date]

To: [Tenant/Buyer Name]

Property Address: [Insert Full Property Address]

Subject: Final Notice of Utility Transfer Requirement

Dear [Name],

According to our records and the closing agreement dated [Insert Closing Date], you were required to transfer all utility accounts for the above-referenced property into your name effective [Insert Date].

As of today, the following utilities remain in the previous owner's name:

- [Utility Type 1, e.g., Electricity]
- [Utility Type 2, e.g., Water/Sewer]
- [Utility Type 3, e.g., Natural Gas]

Please be advised that we have scheduled a service disconnect for these accounts on [Insert Disconnection Date].

To avoid a loss of service and potential reconnection fees, you must contact the utility providers immediately to establish your new accounts. Once you have completed the transfer, please provide the confirmation numbers to [Name/Email/Phone Number].

If you have already initiated this transfer, please disregard this notice.

Sincerely,

[Your Name/Company Name]

[Your Phone Number]

[Your Email Address]