

[Agent Name]
[Company Name]
[Phone Number]
[Email Address]

[Date]

[Client Name]
[New Property Address]
[City, State, Zip Code]

Dear [Client Name],

Congratulations once again on the closing of your new home! I hope your move is going smoothly.

As you settle in, I wanted to send a quick reminder regarding your utility services. To ensure you have uninterrupted service, please make sure the following accounts have been transferred into your name:

- Electricity
- Water and Sewer
- Natural Gas / Heating Oil
- Trash and Recycling Pick-up
- Internet and Cable TV

If you need the contact information for any of the local service providers, please feel free to reach out to me. I have also attached a list of local emergency contacts and community resources that you might find helpful.

It was a pleasure working with you. If you have any questions about your new home or if I can assist you with anything else, do not hesitate to call.

Warm regards,

[Agent Signature]

[Agent Name]