

Date: [Date]

Property Address: [Full Property Address]

Closing Date: [Date of Closing]

File Number: [Escrow/File Number]

Dear Buyer and Seller,

Congratulations on the successful closing of the above-referenced property. This letter serves as a formal reminder regarding the transfer of utility services.

As of the closing date, the responsibility for all utility charges, including but not limited to electricity, water, gas, sewer, and trash collection, transitions from the Seller to the Buyer.

For the Seller:

Please contact all utility providers immediately to request a final meter reading and schedule the disconnection of services or the final transfer of your account. Any usage charges incurred after the closing date are the responsibility of the Buyer.

For the Buyer:

Please contact all utility providers immediately to establish new accounts or transfer existing services into your name effective as of the closing date. This will ensure uninterrupted service and prevent potential reconnection fees.

Common Utility Contacts:

- Electricity: [Company Name / Phone]
- Water/Sewer: [Company Name / Phone]
- Natural Gas: [Company Name / Phone]
- Trash/Recycling: [Company Name / Phone]

Please note that [Title Company Name] does not handle the physical transfer of utility accounts. Failure to notify providers may result in service interruption or additional billing disputes.

Thank you for choosing [Title Company Name] for your real estate transaction.

Sincerely,

[Closer Name]

[Title Company Name]

[Phone Number]

[Email Address]