

Date: [Date]

To: [Client Name]

Property Address: [Property Address]

Dear [Client Name],

Congratulations once again on the successful closing of your property at [Property Address].

This is a friendly reminder to ensure that all utility accounts are properly transitioned. To avoid service interruptions or unnecessary charges, please contact the service providers listed below to finalize your accounts.

Recommended Actions:

- **Electricity:** Contact [Electric Company Name] to [transfer/cancel] service.
- **Water/Sewer:** Contact [Water Department Name] to update billing information.
- **Gas:** Contact [Gas Company Name] for a final meter reading.
- **Trash/Recycling:** Confirm pickup schedule and account status with [Waste Management Name].
- **Internet/Cable:** Schedule the transfer or disconnection of equipment with [Provider Name].

Please ensure these changes are effective as of the closing date: [Closing Date].

If you have any questions regarding this transition or need contact information for local providers, please do not hesitate to reach out.

Sincerely,

[Broker/Agent Name]

[Brokerage Name]

[Phone Number]

[Email Address]