[Your Name/Company Name]
[Property Management Address]
[City, State, Zip Code]
[Date]

[Tenant Name]
[Tenant Address]
[City, State, Zip Code]

RE: REMINDER - Utility Account Transfer for [Property Address]

Dear [Tenant Name],

This is a friendly reminder regarding the transfer of utility services for your rental unit at [Property Address].

According to your lease agreement, you are responsible for transferring the following utilities into your name effective as of [Move-in Date/Lease Start Date]:

- Electricity
- Water/Sewer
- Gas
- [Other Utility]

Our records indicate that the transfer for the services listed above has not yet been completed. Please contact the respective utility providers immediately to establish your accounts. Failure to do so may result in a disruption of service or additional administrative fees as outlined in your lease.

Once you have completed the transfer, please provide us with the confirmation numbers or a copy of your initial service statement for our files.

If you have already initiated these transfers, please disregard this notice.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Phone Number]