[Current Date]

[Customer Name]
[Service Address]
[City, State, Zip Code]

RE: FINAL REMINDER - Utility Account Transfer for [Account Number]

Dear [Customer Name],

This is a final notice regarding the transfer of utility services for the property located at [Service Address].

Our records indicate that despite previous notifications, the utility account has not yet been transferred into the name of the new occupant or owner. Please be advised that the current account is scheduled to be closed on **[Closing Date]**.

To avoid a disconnection of services (including [Water/Electricity/Gas]), the new account holder must contact us immediately to complete the transfer process. Failure to do so by the date mentioned above will result in the following:

- Discontinuation of utility services at the property.
- Final billing issued to the current account holder.
- Potential reconnection fees for the new occupant.

To complete the transfer, please visit our website at [Website URL] or call our customer service department at [Phone Number] between [Business Hours].

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

Sincerely,

[Sender Name/Department]
[Utility Company Name]
[Contact Information]