Date: [Date]

Tenant Name(s): [Tenant Names]
Property Address: [Full Property Address]

Dear [Tenant Name],

Welcome to your new home. This letter is to formally notify you of your responsibility to transfer the utility accounts for the property listed above into your name.

Per your lease agreement, the following utilities must be transferred by [Move-in Date/Deadline Date]:

- Electricity: [Provider Name & Phone Number]
- Gas: [Provider Name & Phone Number]
- Water/Sewer: [Provider Name & Phone Number]
- Trash/Recycling: [Provider Name & Phone Number]

Please contact these providers immediately to ensure services are not interrupted. Once the transfers are complete, please provide the confirmation numbers or copies of the transfer requests to the management office via [Email Address/Portal].

Failure to transfer utilities by the deadline may result in a disconnection of service or additional administrative fees as outlined in your lease.

If you have any questions, please contact [Landlord/Manager Name] at [Phone Number].

Sincerely,

[Your Name/Company Name]
[Your Phone Number]
[Your Email]