[Date]

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

Subject: Reminder: Utility Transfer for [New Property Address]

Dear [Tenant Name],

This is a friendly reminder regarding your upcoming move-in on **[Move-In Date]**. As per your lease agreement, you are required to transfer all applicable utility accounts into your name effective on your lease start date.

Please contact the following service providers to ensure services are active and billed to you by your move-in day:

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

Failure to transfer these utilities may result in a service interruption or additional administrative fees. Once you have completed the transfers, please provide us with the confirmation numbers or account details for our records.

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

We look forward to welcoming you to your new home.

Sincerely,

[Your Name/Property Management Name]
[Phone Number]
[Email Address]