[Date]
[Buyer Name]
[Buyer Address]
[City, State, Zip Code]

RE: Reminder to Transfer Utilities for [Property Address]

Dear [Buyer Name],

Congratulations on the upcoming closing of your new home. This letter serves as a formal reminder regarding your responsibility to transfer all utility services into your name.

Per our agreement, utility services will be disconnected or transferred out of the seller's name effective **[Date of Closing/Possession]**. To avoid any interruption in service, please contact the following providers immediately to schedule the transfer:

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

Failure to transfer these accounts by the specified date may result in a loss of service and additional reconnection fees charged by the utility companies. The seller is not responsible for utility charges or reconnection costs incurred after the closing date.

If you have any questions regarding this transition, please contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]
[Your Title/Company Name]