

Date: [Insert Date]

To: [Client Name]

Property Address: [Insert Property Address]

Subject: Reminder to Transfer Utility Services Prior to Closing

Dear [Client Name],

As we approach the closing date for the property located at [Insert Property Address], this is a friendly reminder to arrange for the transfer or connection of your utility services.

To ensure a seamless transition and to avoid any service interruptions or reconnection fees, please contact the service providers listed below to schedule the transfer effective as of the closing date: **[Insert Closing Date]**.

- **Electricity:** [Company Name] - [Phone Number]
- **Water/Sewer:** [Company Name] - [Phone Number]
- **Gas/Propane:** [Company Name] - [Phone Number]
- **Trash/Recycling:** [Company Name] - [Phone Number]
- **Internet/Cable:** [Company Name] - [Phone Number]

Please note that it is standard practice for sellers to schedule the disconnection of services for the day of closing. If you do not call to establish your account, you may experience a loss of power or water upon moving in.

If you have any questions regarding this process, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Title/Company]

[Your Phone Number]