

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

**Subject: Reminder: Transfer of Utility Services for [Property Address]**

Dear [Recipient Name],

Congratulations on the recent closing of your property located at [Property Address].

This is a formal reminder to ensure that all utility services have been transferred into your name as of the closing date, [Closing Date]. To avoid service interruptions or additional fees, please contact the providers listed below to finalize the account transfers:

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

Please note that the previous owner has scheduled their final meter readings and service disconnection for [Disconnection Date]. If the transfer is not completed by this time, services may be shut off by the provider.

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

Sincerely,

[Your Name/Company Name]

[Your Phone Number]

[Your Email Address]