

Date: [Insert Date]

To: [Tenant Name]

Address: [Rental Property Address]

Subject: Reminder to Transfer Utility Services

Dear [Tenant Name],

Welcome to your new home! This is a friendly reminder regarding the transfer of utility services for the property located at [Rental Property Address].

As per your lease agreement, you are responsible for transferring the following utilities into your name effective as of your move-in date, [Move-in Date]:

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

Please ensure these transfers are completed by [Deadline Date] to avoid any interruption in service or additional administrative fees. Once the transfers are complete, please provide the confirmation or account numbers to our office at [Email Address/Phone Number].

Failure to transfer these services may result in the utility company disconnecting the service or the landlord billing you for any usage plus a processing fee.

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

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Company Name]

[Your Phone Number]

[Your Email Address]