

[Your Name]
[Your Current Address]
[City, State, Zip Code]
[Date]

[Buyer's Name]
[Property Address]
[City, State, Zip Code]

Subject: Reminder to Transfer Utility Services for [Property Address]

Dear [Buyer's Name],

Congratulations again on the purchase of your new home. This letter is a friendly reminder to transfer the utility accounts for the property located at [Property Address] into your name.

I have scheduled my final meter readings and the disconnection of my accounts for [Date of Closing/Move-out]. To ensure that you have continuous service and avoid any reconnection fees, please contact the following providers to establish your new accounts:

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

Please note that if the transfer is not completed by [Date], services may be temporarily interrupted by the providers.

Thank you for your prompt attention to this matter, and I wish you the very best in your new home.

Sincerely,

[Your Signature]
[Your Printed Name]