

[Date]

[Recipient Name/Utility Company Name]

[Address Line 1]

[City, State, Zip Code]

**Subject: REMINDER: Cancellation of Utility Services for [Property Address]**

To Customer Service,

I am writing to follow up on my previous request to cancel/transfer the utility services for the property located at:

**Property Address:** [Full Property Address]

This is a reminder that the property has been sold. Please ensure that all services under my name are disconnected or transferred to the new owner effective as of the following date:

**Final Service Date:** [Closing/Transfer Date]

**Account Details:**

- **Account Holder Name:** [Your Name]
- **Account Number:** [Your Account Number]
- **Type of Service:** [e.g., Electricity/Water/Gas]

Please send the final bill and any potential deposit refunds to my new forwarding address:

[Forwarding Address Line 1]

[City, State, Zip Code]

Please provide a written confirmation via email at [Your Email Address] once this request has been processed.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]