

Date: [Insert Date]

To: [Tenant Name(s)]

Property Address: [Insert Full Property Address]

Subject: Reminder to Transfer Utility Services

Dear [Tenant Name],

This letter is a friendly reminder regarding your lease agreement for the property located at [Insert Address], which is scheduled to begin on [Move-in Date].

Per the terms of your lease, you are responsible for transferring all applicable utility accounts into your name effective as of your move-in date. Please contact the following service providers immediately to ensure a seamless transition:

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

Please note that failure to transfer these services may result in a disruption of service or additional administrative fees as outlined in your lease agreement. Once the transfers are complete, please provide the confirmation numbers or account details to our office.

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

Thank you for your prompt attention to this matter.

Sincerely,

[Landlord/Property Manager Name]

[Company Name]

[Phone Number]

[Email Address]