

[Date]

[Customer Name]

[Service Address]

[City, State, Zip Code]

RE: FINAL NOTICE - Utility Service Transfer for [Account Number]

Dear [Customer Name],

This is a final notice regarding the transfer of utility services for the property located at [Service Address].

According to our records, the utility services (Electricity/Water/Gas) currently under your name are scheduled to be transferred or disconnected on **[Date of Transfer]** due to [Reason: Change of Tenancy / Sale of Property].

To avoid any disruption in service or additional administrative fees, please ensure the following actions are completed by [Deadline Date]:

- Provide a final meter reading (if required).
- Confirm your forwarding address for the final billing statement.
- Ensure all outstanding balances are paid in full.

Failure to complete the transfer process by the date mentioned above may result in an automatic disconnection of service and a reconnection fee should a new account need to be established.

If you have already initiated this transfer or have questions regarding this notice, please contact our Customer Service Department immediately at [Phone Number] or via email at [Email Address].

Sincerely,

[Your Name/Department]

[Utility Company Name]

[Contact Information]