

**Date:** [Insert Date]

**To:** [Tenant Name/Company Name]

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

**Subject: Reminder: Transfer of Utility Services**

Dear [Tenant Contact Name],

This is a formal reminder regarding the transfer of utility services for the commercial premises located at [Insert Address].

Per the terms of your lease agreement dated [Insert Lease Date], it is the responsibility of the tenant to transfer all applicable utility accounts into their name effective as of the lease commencement date: **[Insert Commencement Date]**.

Please ensure the following services are transferred immediately to avoid any service interruptions or additional administrative fees:

- Electricity
- Water/Sewer
- Natural Gas
- Trash/Recycling
- [Other Service]

Once the transfers are complete, please provide our office with the account confirmation numbers or copies of the initial service requests for our records.

If you have already initiated these transfers, please disregard this notice. If you have any questions regarding service providers or meter locations, please contact [Insert Name/Department] at [Insert Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Property Management Company Name]