

Date: [Current Date]

To: [Tenant Name]

Address: [Property Address]

Subject: Reminder to Transfer/Disconnect Utility Services

Dear [Tenant Name],

As your move-out date of [Move-out Date] approaches, please remember to contact your utility providers to schedule the transfer or disconnection of services in your name.

Please ensure you contact the following providers:

- Electricity: [Company Name]
- Gas: [Company Name]
- Water/Sewer: [Company Name]
- Trash/Recycling: [Company Name]
- Internet/Cable: [Company Name]

Please set the service stop date for your final day of tenancy. Failure to disconnect these services may result in additional charges being billed to your account after you have vacated the premises.

Kindly provide us with a confirmation number or a copy of your final request for our records.

Thank you for your cooperation.

Sincerely,

[Your Name/Management Company Name]

[Phone Number]

[Email Address]