

[Your Name]
[Your Current Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]

[Date]

[Property Manager/Landlord Name]
[Company Name]
[Property Address]
[City, State, Zip Code]

RE: Utility Setup and Move-In Confirmation for [New Rental Address]

Dear [Property Manager/Landlord Name],

This letter is to confirm that I have successfully scheduled the transfer and activation of utilities for my upcoming move into the property located at [New Rental Address] on [Move-In Date].

The following utility accounts have been established in my name:

- **Electricity:** [Provider Name] - Start Date: [Date]
- **Water/Sewer:** [Provider Name] - Start Date: [Date]
- **Gas:** [Provider Name] - Start Date: [Date]
- **Trash/Recycling:** [Provider Name] - Start Date: [Date]
- **Internet/Cable:** [Provider Name] - Installation Date: [Date]

Please let me know if you require any account numbers or further documentation to finalize the move-in process. I would also like to confirm the time and location for the key pickup on [Move-In Date].

I look forward to moving into the property.

Sincerely,

[Your Signature]

[Your Printed Name]