

[Date]

[Customer Name]

[Current Service Address]

[City, State, Zip Code]

Subject: Reminder: Action Required for Utility Account Transfer

Dear [Customer Name],

This is a formal reminder regarding the transfer of your [Type of Utility: e.g., Electricity/Water/Gas] services for the property located at [Service Address].

According to our records, your scheduled move-out date is **[Move-out Date]**. To ensure a smooth transition and to avoid any unnecessary charges, please complete the following steps by **[Deadline Date]**:

- Confirm your final meter reading date.
- Provide your new forwarding address for the final billing statement.
- Complete the online Transfer of Service form at [Website URL] or call us at [Phone Number].

Please note that if the account is not officially transferred or closed by the move-out date, you may remain responsible for usage charges incurred at this address until the request is processed.

If you have already submitted your transfer request, please disregard this letter.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]

[Utility Company Name]

[Contact Phone Number]

[Company Email/Website]