

**Date:** [Insert Date]

**To:** [Tenant Name]

**Address:** [Tenant Billing Address]

**Premises:** [Leased Property Address/Suite Number]

**Subject: Reminder: Utility Account Transfer Requirement**

Dear [Tenant Name],

According to the terms of your lease agreement dated [Lease Start Date], you are responsible for the transfer and payment of utility services for the premises located at [Property Address].

Our records indicate that the following utility accounts have not yet been transferred into your name:

- [Utility Type: e.g., Electricity]
- [Utility Type: e.g., Water/Sewer]
- [Utility Type: e.g., Gas]

Please contact the service providers immediately to establish your accounts. We request that these transfers be completed no later than [Deadline Date] to avoid any disruption in service or additional administrative fees.

Once the transfers are complete, please provide confirmation or account numbers to our office at [Email Address or Phone Number].

If you have already initiated these transfers, please disregard this notice.

Sincerely,

[Your Name/Company Name]

[Title]

[Phone Number]