

**DATE:** [Insert Date]

**TO:** [Tenant Name]

**ADDRESS:** [Property Address]

**UNIT:** [Unit Number]

**RE: NOTICE OF UTILITY SERVICE TRANSFER DEFAULT**

Dear [Tenant Name],

This letter serves as a formal warning regarding the utility services for the property listed above. According to your lease agreement, you are required to transfer the following utility accounts into your name effective as of [Lease Start Date]:

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

Our records indicate that as of [Current Date], these services remain in the name of [Landlord/Property Management Name]. This is a violation of your lease agreement.

**REQUIRED ACTION:**

You must contact the utility providers immediately to transition these accounts into your name. You are required to provide proof of transfer to the management office no later than [Deadline Date].

**CONSEQUENCES OF NON-COMPLIANCE:**

Failure to transfer utilities by the deadline will result in the following actions:

- The landlord will schedule a disconnection of the services currently in their name.
- You will be billed for all utility usage charges incurred from the start of your lease to the date of transfer.
- An administrative fee of \$[Amount] may be charged to your account for lease non-compliance.

Please rectify this matter immediately to avoid any interruption in your service.

Sincerely,

[Your Name/Signature]

[Company Name]

[Phone Number]

[Email Address]