

Subject: REMINDER: Action Required for Electricity Account Transfer

Date: [Insert Date]

To: [Tenant/Owner Name]
Address: [Property Address]

Dear [Name],

This is a formal reminder regarding the transfer of the electricity account for the property located at [Property Address].

According to our records, the electricity account has not yet been transferred into your name as of [Moving Date/Effective Date]. As per your agreement, it is the responsibility of the occupant to ensure the utility services are registered correctly.

To avoid any service interruption or additional administrative fees, please contact the electricity provider using the details below to complete the transfer immediately:

Utility Provider: [Company Name]
Customer Service Number: [Phone Number]
Website: [Website URL]

Once the transfer is complete, please provide us with the new account number or a confirmation receipt for our records.

If you have already initiated this transfer, please disregard this notice.

Sincerely,

[Your Name/Company Name]
[Your Phone Number]
[Your Email Address]