

[Date]

[Recipient Name]

[Service Address]

[City, State, Zip Code]

Subject: FINAL NOTICE - Utility Account Transfer Requirement

Dear [Recipient Name],

This is a formal final notice regarding the utility services (Electricity/Water/Gas) at the address listed above. Our records indicate that as of this date, the utility account has not yet been transferred into your name.

Per your [Lease Agreement/Purchase Agreement] dated [Date], you are required to establish an active account with the service provider(s) by [Deadline Date].

Failure to complete this transfer by [Deadline Date] will result in the following actions:

- Disconnection of utility services without further notice.
- A formal lease violation notice (if applicable).
- Reconnection fees and administrative charges.

Please contact [Utility Company Name] at [Phone Number] immediately to finalize the transfer. Once completed, please provide the confirmation number or account details to our office at [Email/Phone Number].

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

Sincerely,

[Your Name/Property Management Name]

[Contact Information]