

Date: [Insert Date]

Subject: URGENT: Reminder to Transfer Gas Service Account

Dear [Recipient Name],

This is a formal reminder regarding the gas service located at: **[Property Address]**.

According to our records, the gas utility account for this address has not yet been transferred into your name. As of [Date of Possession/Lease Start], you are responsible for the utility charges at this location.

To avoid a service interruption or a disconnection fee, please contact the utility provider immediately to complete the transfer:

- **Utility Company:** [Company Name]
- **Phone Number:** [Company Phone Number]
- **Website:** [Company Website]

Please complete this transfer by **[Deadline Date]**. If the account is not transferred by this time, the current account will be closed, which may result in the gas being turned off at the property.

Once you have completed the transfer, please provide us with the new account number or a confirmation receipt for our records.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Title/Company]
[Your Phone Number]