

Date: [Insert Date]

To: [Tenant Name]

Property Address: [Insert Property Address]

Dear [Tenant Name],

As your move-out date of [Insert Move-Out Date] approaches, this is a reminder regarding the utility accounts currently in your name at the above-referenced property.

Please contact the utility providers listed below to schedule the final meter reading and request a disconnection of service or a final billing effective on your official move-out date:

- Electricity: [Provider Name] - [Account Number, if known]
- Water/Sewer: [Provider Name] - [Account Number, if known]
- Gas: [Provider Name] - [Account Number, if known]
- Trash/Recycling: [Provider Name]

Important Note: Please do not request a full shut-off of services. Simply notify the providers that you are vacating the property so that the billing can revert to the owner/management. This ensures that the property maintains essential services for final inspections and cleaning.

Please provide your new forwarding address to both the utility companies and our office to ensure your final bills and security discard (if applicable) reach you promptly.

Forwarding Address:

[Insert New Street Address]

[Insert City, State, Zip Code]

Thank you for your cooperation and for your time as a resident.

Sincerely,

[Your Name/Company Name]

[Your Phone Number]

[Your Email Address]