

Subject: Reminder: Utility Account Transfer - [Property Address]

Dear [Tenant Name],

We hope you are enjoying your new home at [Property Address].

This is a friendly reminder regarding the transfer of utility services into your name. As per your lease agreement, it is the tenant's responsibility to establish accounts for the following services:

- Electricity: [Company Name]
- Water/Sewer: [Company Name]
- Gas: [Company Name]
- Trash/Recycling: [Company Name]

Please ensure these transfers are completed by [Date]. Failure to transfer utilities by this date may result in a service interruption or additional administrative fees.

Once you have confirmed the transfers, please provide us with the account numbers or confirmation details for our records.

If you have already completed this process, please disregard this notice.

Sincerely,

[Your Name/Property Management Name]

[Phone Number]

[Email Address]