

# Utility Transfer Notification

Date: [Insert Date]

To: [Tenant's Name]

[Tenant's Address]

Dear [Tenant's Name],

We would like to inform you that your electric and water utility services will be transferred to your name effective [Insert Transfer Date]. Please find the details below:

## Utility Provider Information:

- Electric Company: [Insert Electric Company Name]
- Water Company: [Insert Water Company Name]

## Account Information:

- Electric Account Number: [Insert Electric Account Number]
- Water Account Number: [Insert Water Account Number]

Please ensure that you set up your accounts with the utility providers prior to the effective date to avoid any service interruption.

If you have any questions or need further assistance, feel free to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company/Management Name]

[Contact Information]