

# Utility Provider Notification

Date: [Insert Date]

To: [Tenant's Name] [Tenant's Address] [City, State, Zip Code]

Dear [Tenant's Name],

We are writing to inform you that as of [Effective Date], you are officially recognized as the tenant at [Property Address]. This notification serves to update our records and ensure that your utility services are properly activated and billed.

Please ensure that you complete the following steps:

- Provide us with your contact information.
- Confirm your desired utility services: [List of utilities, e.g., water, electricity, gas].

If you have any questions or require further assistance, please do not hesitate to contact our office at [Utility Provider's Phone Number] or [Utility Provider's Email].

Thank you for your attention to this matter.

Sincerely,

[Your Name] [Your Position] [Utility Provider's Name] [Utility Provider's Address] [City, State, Zip Code] [Phone Number] [Email Address]