

Termination Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Utility Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Utility Company Representative],

Subject: Termination of Utilities Services Contract

I'm writing to formally notify you of my decision to terminate the utility services contract for my account, [Your Account Number], effective [Termination Date]. This decision is in accordance with the terms outlined in our contract.

Please confirm the receipt of this termination notice and the final billing details at your earliest convenience. I would appreciate it if you could also provide instructions regarding the return of any company property in my possession.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]