

Service Termination Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Representative's Name],

I am writing to formally request the termination of my utility services at the following address:

[Your Service Address]

My account number is: [Your Account Number]. I request that my service be terminated effective [Requested Termination Date]. Please let me know of any final billing details and any further steps I need to take.

Thank you for your attention to this matter. I look forward to your prompt confirmation of this request.

Sincerely,

[Your Name]