

# Utility Service Disconnection Compliance Request

Date: [Insert Date]

To: [Utility Company Name]

Address: [Utility Company Address]

City, State, Zip: [City, State, Zip]

Subject: Request for Utility Service Disconnection

Dear [Utility Company Contact Name],

I am writing to formally request the disconnection of my utility service associated with the account number [Insert Account Number]. Due to [reason for disconnection], I would appreciate your compliance with this request at your earliest convenience.

Please process this disconnection effective [desired disconnection date]. I would also appreciate confirmation of this request along with any necessary final billing statements sent to my address provided below:

[Your Name]  
[Your Address]  
[City, State, Zip]

Thank you for your attention to this matter. If you require any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]