

Inquiry About Utility Service Disconnection Procedures

Date: [Insert Date]

To: [Utility Company Name]

Address: [Utility Company Address]

Dear Customer Service Team,

I am writing to inquire about the procedures for disconnecting utility services at my residence located at [Your Address]. I would like to understand the steps involved, any associated fees, and the necessary notice period required for the disconnection.

Additionally, please provide information on any final billing processes and any obligations I may have as a customer before the disconnection takes place.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Contact Information]