

Utility Disconnection Request

Date: [Insert Date]

To: [Utility Company Name]

Address: [Utility Company Address]

Subject: Request for Utility Disconnection

Dear [Utility Company Representative's Name],

I am writing to formally request the initiation of the disconnection process for my utility services. My account details are as follows:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Service Address: [Your Service Address]

Due to [brief explanation of reason for disconnection], I would like to request the disconnection of services effective [desired disconnection date]. Please let me know if there are any forms or further information needed to process this request.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Email Address]

[Your Phone Number]