

# Utility Service Cessation Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Utility Supplier Name]

[Utility Supplier Address]

[City, State, Zip Code]

Dear [Utility Supplier Contact/Customer Service],

Subject: Notification of Cessation of Utility Service

I am writing to formally notify you that I would like to cease my utility service effective [Insert Termination Date]. My account number is [Insert Account Number].

According to my records, my final bill should cover services up to the termination date. Please send the final bill to my address listed above.

Thank you for your prompt attention to this matter. Please confirm the cessation of my services at your earliest convenience.

Sincerely,

[Your Name]