

Utility Account Management Authorization Letter

Date: [Insert Date]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Subject: Authorization for Service Termination

To Whom It May Concern,

I, [Your Full Name], am writing to formally authorize the termination of my utility account with [Utility Company Name] associated with the account number [Account Number]. The service is to be terminated effective [Termination Date].

Please consider this letter as my official request for the discontinuation of services. I kindly ask that you send me a final statement reflecting any outstanding balances or credits associated with my account.

If you require any further information or documentation to process this request, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Address]

[City, State, Zip Code]