

# Tenant Notice for Utility Account Closure

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Name],

I am writing to formally notify you of my intent to close my utility account with your company, effective [Insert Closure Date]. My account number is [Insert Account Number].

Please let me know the final amount due and the process for settling this account. I would appreciate a confirmation of this closure and any necessary documentation to finalize the process.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]