

Request to Terminate Electricity Service

Your Name

Your Address
City, State, Zip Code
Email Address
Phone Number

Date: [Insert Date]

[Utility Company Name]
Customer Service Department
Company Address
City, State, Zip Code

Dear Customer Service,

I am writing to formally request the termination of my electricity service at the following address:

Service Address:
[Your Service Address]

Account Number: [Your Account Number]

I would like the service to be terminated effective [Desired Termination Date]. Please confirm the final billing details and any requirements for the termination process.

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

Sincerely,

[Your Name]