

Disenrollment from Water Service Account

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Utility Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Utility Company Name],

I am writing to formally request the disenrollment of my water service account with your company, effective [desired disenrollment date]. My account number is [Insert Account Number].

Reasons for disenrollment include:

[Provide reasons, if necessary or desired].

Please confirm the cancellation of my account and inform me of any final steps that need to be completed to finalize this process.

Thank you for your assistance.

Sincerely,

[Your Name]