

Letter to Discontinue Water Service

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Customer Service Department

[Water Company Name]

[Company Address]

[City, State, Zip Code]

Dear Sir/Madam,

I am writing to formally request the discontinuation of my water service at the following address:

[Your Address]

My account number is [Your Account Number]. Please process this request effective [Date of Service Discontinuation]. I would appreciate a confirmation of this request and any final billing details.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]