

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Water Service Provider's Name]

[Water Service Provider's Address]

[City, State, Zip Code]

Dear [Water Service Provider's Name],

I am writing to formally request the termination of my water service agreement associated with account number [Your Account Number]. I would like the service to be ceased effective [Desired Termination Date].

Reason for termination: [Brief explanation of your reason, e.g., moving to a new location, financial reasons, etc.].

Please confirm the receipt of this letter and let me know if there are any final steps I need to complete. I appreciate your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]