

Request for Water Service Account Voiding

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Water Service Provider Name]

[Provider Address]

[City, State, ZIP Code]

Dear [Water Service Provider],

I am writing to formally request the voiding of my water service account, account number [Account Number]. Due to [reason for requesting voiding, e.g., relocation, complete service discontinuation], I would like to discontinue my service effective immediately.

Please let me know if there are any forms I need to fill out or further steps I need to take to complete this process. I would appreciate your prompt attention to my request.

Thank you for your assistance.

Sincerely,

[Your Name]