

Water Service Account Closure Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Customer Service Department

[Water Service Provider Name]

[Provider Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to request the closure of my water service account with the account number [Insert Account Number].

My last day of service will be [Insert Last Day of Service]. Please confirm the closure of my account and provide any final billing information, if applicable.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]