

Discontinuation of Utility Services

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Name],

I am writing to formally request the discontinuation of utility services at my residence, located at [Your Address]. Please consider this letter as a [30-day notice / immediate notice] of the termination of service, effective [Effective Date].

My account number is [Your Account Number]. I would like to request a final bill to be sent to my address. Additionally, please confirm the disconnection date.

Thank you for your attention to this matter. If you have any questions, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]