

# Termination of Utility Contract

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Utility Provider Name  
Utility Provider Address  
City, State, Zip Code

Dear [Utility Provider],

I am writing to formally notify you of my intention to terminate my utility contract with your company for the account number [Your Account Number], effective [Termination Date].

As per the terms and conditions outlined in our contract, I am providing this written notice at least [Notice Period] days in advance of the intended termination date.

Kindly confirm the termination of service and provide any final billing statements as necessary. I would appreciate your assistance in ensuring a smooth transition.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]