

Notice to Terminate Utility Service

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 notify you of my intention to terminate my utility service at the following address:

[Service Address]

My account number is: [Account Number]

Please consider this letter as my official notice of termination, effective [Termination Date]. I request that you process the final bill and send it to my address above.

Thank you for your assistance in this matter.

Sincerely,

[Your Name]