

# Utility Account Closure Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Customer Service Department

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to request the closure of my utility account with your company. My account number is [Insert Account Number].

Due to [state reason for closure, e.g., moving to a new location, financial reasons, etc.], I would like to terminate my services effective [Insert Effective Date].

Please confirm the closure of my account and any final billing details that may be required. I would appreciate your cooperation in this matter.

Thank you for your attention to this request. I look forward to your prompt response.

Sincerely,

[Your Name]