

Utility Service Contract Termination Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Utility Company's Name]

[Utility Company's Address]

[City, State, Zip Code]

Dear [Utility Company's Customer Service/Manager],

I am writing to formally request the termination of my utility service contract with [Utility Company's Name], effective [Desired Termination Date]. My account number is [Your Account Number].

Please confirm the termination date and any final steps I need to complete as part of this process.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]