

Utility Service Termination Agreement

Date: [Insert Date]

Customer Name: [Insert Customer Name]

Customer Address: [Insert Customer Address]

Utility Company Name: [Insert Utility Company Name]

Utility Company Address: [Insert Utility Company Address]

Subject: Termination of Utility Service

Dear [Utility Company Name],

I, [Insert Customer Name], hereby request the termination of my utility service account with the account number [Insert Account Number], effective [Insert Termination Date].

Please confirm the receipt of this termination request and inform me of any final billing details. I appreciate your prompt attention to this matter.

Thank you for your service.

Sincerely,

[Insert Customer Name]

[Insert Phone Number]

[Insert Email Address]