

Advance Notice of Termination for 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],

This letter is to inform you that I will be terminating my utility service at the above address effective [termination date]. I request that you stop all services as of this date.

Please send me a final bill at your earliest convenience to the address listed above. I would appreciate confirmation of the termination of service.

Thank you for your attention to this matter.

Sincerely,

[Your Name]