

# Intent to Disconnect Utilities

Date: [Insert Date]

To: [Utility Company Name]

Address: [Utility Company Address]

Account Number: [Your Account Number]

Dear [Utility Company Name],

I am writing to formally notify you of my intent to disconnect the utilities at my rental property located at [Rental Property Address] effective [Desired Disconnection Date].

Please ensure that the services are disconnected as of the specified date. If there are forms or additional procedures necessary for this request, kindly inform me at your earliest convenience.

Thank you for your attention to this matter. If you have any questions, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Current Address]