

Letter to Request Termination of Utility Service

Your Name
Your Address
City, State, ZIP Code
Email Address
Phone Number
Date

Utility Company Name
Utility Company Address
City, State, ZIP Code

Dear [Utility Company Name],

I am writing to formally request the termination of my utility services at the following address:

[Your Service Address]

Due to [brief reason for termination, e.g., relocation, no longer needing the service], I would like to request that my service be terminated effective [desired termination date].

Please confirm the receipt of this request and provide me with any final billing information or procedures necessary to complete this process.

Thank you for your prompt attention to this matter.

Sincerely,
[Your Name]