

# Request to Terminate Utility Supply

[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 Customer Service],

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

[Service Address]

My account number is [Account Number]. I would like the service to be terminated effective [Termination Date]. Please confirm the final bill and any required next steps for my account.

Thank you for your assistance in this matter.

Sincerely,

[Your Name]