

Utility Service Cut-off Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Utility Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Utility Company Name],

I am writing to formally request the cut-off of service for my utility account with the following details:

- Account Number: [Insert Account Number]
- Service Address: [Insert Service Address]

Please process this request effective [Insert Cut-off Date]. I understand any outstanding balances are still the responsibility of my account, and I will ensure immediate settlement of any dues.

Thank you for your prompt attention to this matter. If you require any further information, do not hesitate to contact me.

Sincerely,

[Your Name]