

Utility Service Termination Request

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],

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

[Service Address]

My account number is: [Account Number].

Please consider this letter as my notice to terminate service effective [Termination Date].

Thank you for your prompt attention to this matter. If you have any questions, please feel free to contact me at the phone number or email listed above.

Sincerely,

[Your Name]