

# Utility Contract Termination Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

## **Subject: Termination of Utility Contract**

Dear [Utility Company Name],

I am writing to formally notify you that I wish to terminate my utility contract with your company, effective [Termination Date]. My account number is [Account Number].

The reason for this termination is [brief explanation of the reason, if desired]. I request that you confirm the termination of my contract and send any final bills to my address listed above.

Thank you for your attention to this matter. I appreciate the services provided during my time as a customer.

Sincerely,

[Your Name]