

Letter of Intent to Terminate Utility Contract

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Utility Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Utility Company Contact Name],

I am writing to formally notify you of my intent to terminate my utility contract with [Utility Company Name], effective [Termination Date]. My account number is [Account Number].

This decision is based on [brief reason for termination, e.g., "my recent move to a different location" or "personal circumstances"]. I kindly request that you begin the process of terminating my service and provide me with a final bill to close my account.

Please confirm the receipt of this letter and the effective termination date of my utility contract. I appreciate your attention to this matter and any assistance you can provide during the transition.

Thank you for your cooperation.

Sincerely,

[Your Name]