

[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 Name],

I am writing to formally terminate my utility service agreement with your company. My account number is [Account Number], and I wish to terminate service effective [Termination Date].

Please send me a final bill reflecting any remaining balance on my account and confirm the termination of service in writing.

Thank you for your assistance in this matter.

Sincerely,

[Your Name]