

Utility Provider Termination Letter

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Utility Provider's Name]
[Utility Provider's Address]
[City, State, Zip Code]

Dear [Utility Provider's Name],

I am writing to formally request the termination of my utility service with your company. My account number is [Your Account Number]. I would like the service to cease on [Desired Termination Date].

Please confirm the final billing details and any necessary steps I need to take before this termination is finalized. I appreciate your assistance and cooperation in this matter.

Thank you for your prompt attention to my request.

Sincerely,

[Your Name]