

Utility Service Termination Notice

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

[Date]

[Utility Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Termination of Utility Service

Dear [Utility Company Name],

I am writing to formally notify you that I wish to terminate my utility service at the following address:

[Service Address]

Please consider this letter as my official 30-day notice of termination, effective [Termination Date]. I request that all services be discontinued by this date, and any final billing be sent to my address listed above.

If you need to discuss this matter further, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]