

Utility Data Privacy Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Customer's Name],

We are writing to inform you about the termination of your utility service as of [Termination Date]. In accordance with our data privacy policy, we would like to ensure you are aware of how your personal data will be managed upon the cessation of service.

Your personal information, including account details and usage data, will be safely retained for a period of [Retention Period] as required by law. After this period, your information will be securely disposed of to protect your privacy.

If you have any questions or concerns regarding your data privacy or this notice, please do not hesitate to contact us at [Utility Company Contact Information].

Thank you for being a valued customer.

Sincerely,

[Your Name]

[Your Title]

[Utility Company Name]