

John Doe
123 Main Street
Anytown, AN 12345
Email: johndoe@email.com
Phone: (123) 456-7890
Date: [Insert Date]

Utility Company Name
Customer Service Department
456 Utility Ave.
Anytown, AN 67890

Subject: Termination of Utility Account - [Account Number]

Dear Customer Service Team,

I am writing to formally terminate my utility account (Account Number: [Account Number]) effective [Termination Date] due to ongoing home renovations at my residence.

Please ensure that all services are disconnected as of the aforementioned date. I request a final bill reflecting the usage up to that date, and any necessary procedures for the return of any deposits made.

Thank you for your attention to this matter. If you have any questions, please feel free to contact me at the information provided above.

Sincerely,
John Doe