

Utility Account Termination Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Utility Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Utility Company Customer Service],

I am writing to formally request the termination of my utility account with account number [Your Account Number], effective [Termination Effective Date]. This decision is based on my continued dissatisfaction with the quality of service I have received.

Despite previous communications and attempts to resolve the issues concerning [briefly describe the issues, e.g., frequent outages, billing errors, customer service problems], there has been no significant improvement or resolution.

I expect a final bill reflecting any outstanding charges up to the termination date, and I request confirmation of the account termination in writing. Please ensure that my personal information is handled in accordance with privacy laws.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]