

Utility Account Termination Request

Date: [Insert Date]

To: [Utility Company Name]

Address: [Utility Company Address]

Account Number: [Your Account Number]

Dear [Utility Company Customer Service/Specific Contact Name],

I am writing to formally request the termination of my utility account due to an emergency situation that requires immediate attention. My account number is [Your Account Number], and I have been a customer since [Account Start Date].

Due to [brief explanation of the emergency situation, e.g., "a health crisis" or "unexpected relocation"], I am unable to continue my service and require an urgent termination effective immediately as of [desired termination date].

Please confirm the termination of my account and inform me of any remaining balances or necessary final actions I need to take. You can contact me at [Your Phone Number] or [Your Email Address] for further communication.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]