

Utility Account Termination Request

Your Name: [Your Name]

Your Address: [Your Address]

City, State, Zip Code: [City, State, Zip Code]

Email Address: [Your Email]

Phone Number: [Your Phone Number]

Date: [Date]

Utility Company Name: [Utility Company Name]

Company Address: [Utility Company Address]

City, State, Zip Code: [Utility Company City, State, Zip]

Subject: Request for Termination of Utility Account

Dear [Utility Company Name] Customer Service,

I am writing to formally request the termination of my utility account with your company due to financial reasons. My account number is [Your Account Number]. Unfortunately, due to unforeseen circumstances, I am unable to maintain my current utility services.

I kindly request that you process my termination as of [Requested Termination Date], and provide me with a final bill reflecting any outstanding charges or credits on my account.

Thank you for your understanding and assistance regarding this matter.

Sincerely,

[Your Name]