

Utility Account Termination Request

Date: [Insert Date]

[Your Name]

[Your Current Address]

[City, State, ZIP Code]

[Your Phone Number]

[Your Email Address]

To Whom It May Concern,

I am writing to formally request the termination of my utility account with [Utility Company Name], effective [Termination Date]. My account number is [Account Number]. Due to my upcoming move to a new address, I would like to ensure that all services are disconnected at the current premises.

Please confirm that my account will be closed on the specified date, and let me know if there are any final steps I need to complete, including the settlement of any remaining balance.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]