

Utility Account Termination Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company],

This letter is to formally notify you of the termination of my utility account, account number [Your Account Number], due to non-payment. Despite previous reminders and notices, the outstanding balance remains unpaid as of [Insert Date].

Please consider this letter as my formal request to close my account effective [Insert Termination Date]. I kindly ask for a final statement reflecting any remaining balance or credits.

If you have any questions, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]