

Utility Account Termination Request

Date: [Insert Date]

Utility Company Name
Utility Company Address
City, State, Zip Code

Dear [Utility Company Customer Service],

I am writing to formally request the termination of my utility account associated with the property located at [Property Address]. Due to the sale of the property, I kindly ask that you close my account effective [Termination Date].

Account Number: [Account Number]

Please send a final bill to my forwarding address:

[Your New Address]
[City, State, Zip Code]

Thank you for your attention to this matter. If you require any additional information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]