

Utility Account Termination Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

Email: [Your Email]

Phone: [Your Phone Number]

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 with account number [Account Number], effective [Termination Date]. This request is made in conjunction with my service transfer to a new address, located at [New Address].

Please ensure that all final bills are sent to my current address as listed above. Should you require any further information or documentation to process this request, do not hesitate to contact me via the provided email or phone number.

Thank you for your assistance in this matter.

Sincerely,

[Your Name]