

# Utility Account Termination Request

Date: [Insert Date]

To: [Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Customer Service Representative/Utility Company Name],

I am writing to formally request the termination of my utility account due to my temporary relocation. My account details are as follows:

Account Name: [Your Name]

Account Number: [Your Account Number]

Address: [Your Current Address]

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

I will be relocating temporarily to [New Address or Location], and I would like my account to be terminated effective [Termination Date]. Please confirm the final billing amount and any necessary instructions regarding the disconnection process.

Thank you for your attention to this matter. I appreciate your assistance in ensuring a smooth termination process.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]