

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Utility Company Name]  
[Utility Company Address]  
[City, State, Zip Code]

Subject: Request to Discontinue Electricity Service

Dear [Utility Company Customer Service/Specific Contact Name],  
I am writing to formally request the discontinuation of my electricity service at the following address:

[Service Address]

Please consider this letter as my official notice to terminate service effective [Desired Discontinuation Date].

My account number is [Your Account Number]. Please confirm the termination date and let me know if any final billing is necessary. Thank you for your attention to this matter. I appreciate your prompt processing of my request.

Sincerely,

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