

[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 for Termination of Electricity Account

Dear [Utility Company Customer Service/Specific Name],  
I hope this message finds you well. I am writing to formally request the termination of my electricity account with your company.

Account Number: [Your Account Number]

Service Address: [Your Service Address]

Please consider this letter as my official notice for termination. I would like the termination to be effective on [Desired Termination Date].

I kindly ask that you confirm the termination of my account and provide me with any final billing details if applicable.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]