Date: [Date]

To: [Utility Company Name]
Address: [Utility Company Address]
City, State, Zip: [City, State, Zip]

Subject: Request for Final Meter Reading and Account Closure

To Customer Service Department,

I am writing to formally request the disconnection of utility services for the property listed below due to my upcoming move-out date.

Service Address: [Full Property Address]
Account Number: [Your Account Number]
Move-Out Date: [Your Last Day/Date of Service End]

Please perform a final meter reading on [Date] and close the account effective that day. I request that my final bill be sent to my new forwarding address listed below:

Forwarding Address:
[Street Address]
[City, State, Zip]

If there is a security deposit on the account, please apply it to the final balance or issue a refund check to the forwarding address provided above.

Please confirm receipt of this request and the scheduled termination date. I can be reached at [Your Phone Number] or [Your Email Address] if you require further information.

Sincerely,

[Your Printed Name]
[Your Signature]