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| --- | --- | --- |
|  |  |  |

[Date]

[Mr. or Ms. or . . .] [Utility Contact Name] (if you do not have a name delete the line)

[Utility Company Name]

[Utility Company Address]

[City, State Zip Code]

Subject: Utility Account Cancellation

**{{**Dear [Mr. or Ms. or . . .] [Utility Contact Person’s Last Name] OR To Whom It May Concern**}}**:

By way of this letter, on behalf of the Florida Department of Environmental Protection, authorization is hereby granted for the cancellation of an electric service account in the name of:

State of Florida DEP – PRP

PRA # [same as FDEP Facility ID# (9 digits)]

2600 Blair Stone Road, MS 4540

Tallahassee, Florida 32399-2400

Account #: [account number]

This utility service account is located at:

[Facility Name]

[Facility Street Address]

[City, State Zip Code]

FDEP Facility ID# [xxxxxxxxx]

Please disconnect electric service equipment at your earliest convenience. If you require additional information concerning this account, please contact me at [(xxx) xxx‑xxxx].

Sincerely,

[Site Manager’s Name]

[Sit**e** Manager’s Title]

[Name of County Program]

[e-mail address]

/[site manager’s initials (lower case)]

cc: (if e-mail address is not available) [Property Owner’s Name, (if applicable)Property Owner’s Company, Address, City, State Zip Code]

(if e-mail address is not available) (only include if the RP is not the current property owner)[Responsible Party’s Name, (if applicable)Responsible Party’s Company, Address, City, State Zip Code]

ec: (if e-mail address is available) [Property Owner’s Name, (if applicable)Property Owner’s Company – e-mail address]

 (if e-mail address is available) (only include if the RP is not the current property owner)[Responsible Party’s Name, (if applicable)Responsible Party’s Company– e-mail address]

 [Consultant’s Name, Consultant’s Company – e-mail address]

PRP Accounting – PRP\_Accounting@floridadep.gov

[PRP County Contact Name – e-mail address]

File