



COMMISSIONERS OF LEONARDTOWN

22670 Washington Street
P. O. Box 1
Leonardtown, Maryland 20650
(301)475-9791 * Fax (301)475-5350
jackie.post@leonardtownmd.gov

Mrs. Jackie Post
Fiscal Clerk
Commissioners of Leonardtown
P.O. Box 1
Leonardtown, MD 20650

Re: Property Address: _____

Utility Account No.: _____

Dear Mrs. Post:

Please be advised that as of _____, I have vacated / will vacate the above property, and I request that this account be taken out of my name and billed to the property owner as of that date.

My new contact information will be as follows:

Mailing Address: _____

Phone: _____

Email: _____

I understand that utilities are billed quarterly, in arrears, and I will discuss payment of my portion of the bill for the current quarter with my landlord.

Date: _____

Signature: _____

Print: _____