

Cancellation of Household Utility Service

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Name],

I am writing to formally request the cancellation of my household utility service associated with the account number [Insert Account Number]. The service is to be discontinued effective [Insert Termination Date].

Please confirm the cancellation of my service and provide any final billing information or required steps to finalize this process.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]