

Cancellation of Multi-Dwelling Unit Service

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Service Provider's Name]

[Service Provider's Address]

[City, State, Zip Code]

Subject: Cancellation of Service

Dear [Service Provider's Name],

I am writing to formally request the cancellation of my service for the multi-dwelling unit located at [Service Address], effective [Cancellation Date]. My account number is [Account Number].

Please confirm the cancellation and ensure that no further charges are applied to my account after the cancellation date. I also request that you send me any information regarding the final billing statement.

Thank you for your prompt attention to this matter. If you require any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]