

# Cancellation of Energy Services

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Energy Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Energy Company Representative],

I am writing to formally request the cancellation of my energy services with [Energy Company Name]. My account number is [Account Number]. This cancellation request is effective immediately, or as of [Desired Cancellation Date].

Please confirm the cancellation of my services and any final billing required. I would appreciate receiving written confirmation of this cancellation.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]