

# Energy Service Cancellation Confirmation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Customer Name],

We are writing to confirm the cancellation of your energy service with [Energy Service Provider Name], effective [Cancellation Effective Date].

We appreciate your time with us and are sorry to see you go. If you have any questions or need further assistance, feel free to contact our customer service team at [Customer Service Phone Number] or [Customer Service Email].

Thank you for being a valued customer.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]