

# Cancellation of Energy Service Contract

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Customer Service  
Energy Company Name  
Company Address  
City, State, Zip Code

Dear Customer Service,

I am writing to formally request the cancellation of my energy service contract with your company. My account number is [Your Account Number]. According to the terms of the contract, I am providing you with written notice of my intention to terminate the agreement.

Please consider this letter as my official notice of cancellation. I would like the cancellation to take effect on [Desired Cancellation Date]. I request that you confirm the cancellation in writing once it has been processed.

Thank you for your prompt attention to this matter. If you require any further information, please do not hesitate to contact me at the phone number provided above.

Sincerely,  
Your Name