

Notification of Energy Service Contract End

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you that your energy service contract with [Company Name] will be ending on [Contract End Date]. We appreciate the opportunity to serve you and would like to ensure a smooth transition as your contract concludes.

Please take note of the following important details:

- Last Billing Cycle: [Insert Billing Cycle]
- Final Payment Due: [Insert Amount and Due Date]
- Options for Renewal: [Insert Renewal Options if applicable]

If you have any questions or need assistance regarding your account, please do not hesitate to contact us at [Contact Information].

Thank you for choosing [Company Name].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Company Phone Number]