

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

Energy Service Provider Name  
Provider Address  
City, State, Zip Code

Dear [Customer Service Manager's Name],

I am writing to formally request the termination of my energy service at the above address. My account number is [Your Account Number]. I request that the service be terminated effective [Desired Termination Date].

Please confirm the termination date and provide any final billing details. I would appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,  
[Your Name]