

Cancellation of Electricity Contract

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Electric Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Cancellation of Electricity Contract - Account Number: [Your Account Number]

Dear [Electric Company Name],

I am writing to formally request the cancellation of my electricity contract with your company, effective [desired cancellation date]. My account number is [Your Account Number].

Please confirm the cancellation and any final billing that may need to be addressed. I would like to ensure that this process is handled smoothly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]