

Notice of Cessation of Electric Service Agreement

Date: [Insert Date]

From:

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Your Email]
[Your Phone Number]

To:

[Utility Company Name]
[Utility Company Address]
[City, State, ZIP Code]

Dear [Utility Company Name],

I am writing to formally notify you of my decision to cease my electric service agreement with [Utility Company Name]. This decision will take effect on [Choose Effective Date].

My account details are as follows:

Account Name: [Your Name]
Account Number: [Your Account Number]

Please confirm the cancellation of my electric service at your earliest convenience and send me any final bills or necessary information related to this process.

Thank you for your assistance in this matter.

Sincerely,

[Your Name]