

Electricity Account Cancellation Request

Date: [Insert Date]

To,
Customer Service Department,
[Electricity Provider's Name],
[Provider's Address],
[City, State, Zip Code]

Subject: Request for Cancellation of Electricity Account

Dear [Customer Service Manager's Name],

I hope this message finds you well. I am writing to formally request the cancellation of my electricity account with your company. Below are my account details:

Account Holder Name: [Your Name]
Account Number: [Your Account Number]
Address: [Your Service Address]

Due to [reason for cancellation, e.g., moving to a new location, financial reasons, etc.], I would like to terminate my electricity service effective [desired cancellation date].

I kindly request a confirmation of the cancellation and any final billing details to my email at [Your Email Address] or by mail at the address listed above.

Thank you for your prompt attention to this matter. I appreciate your assistance.

Sincerely,
[Your Name]
[Your Contact Number]