

# Account Cancellation Request

Date: [Insert Date]

To:

[Electricity Company Name]  
[Company Address Line 1]  
[Company Address Line 2]  
[City, State, Zip Code]

Subject: Request for Account Cancellation - Account Number: [Insert Account Number]

Dear [Customer Service/Specific Contact Name],

I am writing to formally request the cancellation of my electricity billing account with your company, effective [Insert Desired Cancellation Date]. My account number is [Insert Account Number].

Please confirm the cancellation of my account and provide any final billing statements necessary to settle my account. Additionally, I request that you ensure that any outstanding credits be processed and refunded where applicable.

If you require further information or documentation to process this request, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]  
[Your Address Line 1]  
[Your Address Line 2]  
[City, State, Zip Code]