

# Cancellation Notice

To: [Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Date: [Current Date]

Subject: Cancellation of Utility Service

Dear [Utility Company Customer Service],

I am writing to formally notify you that I wish to cancel my utility service account with your company. My account number is [Account Number].

Please consider this letter as my official notice of cancellation, effective [Effective Cancellation Date]. I request a final bill reflecting any charges up to the cancellation date, and I would appreciate confirmation of the cancellation in writing.

Thank you for the service provided thus far.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]