

# Service Cancellation Letter

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Utility Company Name

Company Address

City, State, Zip Code

## **Subject: Cancellation of Utility Service**

Dear [Utility Company Name],

I am writing to formally request the cancellation of my utility service with account number [Account Number], effective [Cancellation Date]. Please consider this letter as my official notice of cancellation.

Reason for cancellation: [Optional - Brief description of reason]

Please confirm the cancellation of my service and provide any necessary final billing information to my address listed above. I would appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Name]