

Utility Service Discontinuation Confirmation

Date: [Insert Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

We are writing to confirm the discontinuation of your utility services with [Utility Company Name], effective [Discontinuation Date].

Your account number is [Account Number]. Please ensure that all outstanding payments are settled by [Payment Due Date] to avoid any late fees or additional charges.

If you have any questions or require further assistance, please do not hesitate to contact us at [Customer Service Phone Number] or [Customer Service Email].

Thank you for being a valued customer. We appreciate your business.

Sincerely,

[Your Name]

[Your Title]

[Utility Company Name]

[Company Address]

[City, State, Zip Code]