

# Utility 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 your company. My account number is [Account Number], and the service address is [Service Address].

Please consider this letter as my official request to terminate the service effective [Desired Cancellation Date]. I believe this notice is in accordance with your company's cancellation policy.

If you need any further information or documentation, please feel free to contact me at my phone number or email address provided above. I would appreciate a confirmation of the cancellation and any final billing details.

Thank you for your attention to this matter.

Sincerely,

[Your Name]