

# Letter of Intent to Cancel Utility Services

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Customer Service/Representative's Name],

I am writing to formally notify you of my intent to cancel my utility services with [Utility Company Name], effective [Cancellation Date]. My account number is [Your Account Number].

The reason for cancellation is [Briefly explain reason for cancellation, e.g., moving, financial reasons, etc.]. I kindly request that you provide me with a final bill reflecting all charges up to the cancellation date.

Please confirm the cancellation of my services by [Preferred Confirmation Method, e.g., email, phone]. If you require any further information, do not hesitate to contact me at the number listed above.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]