

# Utility Account Cancellation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Name],

I am writing to formally request the cancellation of my utility account with the account number [Account Number]. I no longer require the services and would appreciate it if you could process my cancellation effective [Desired Cancellation Date].

Please confirm the cancellation of my account and any final bills or credits that may be due. I would also appreciate receiving a written confirmation of the cancellation for my records.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]