

# Utility Payment Plan Agreement Cancellation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Contact/Customer Service],

I am writing to formally request the cancellation of my Utility Payment Plan Agreement, account number [Insert Account Number], effective immediately.

Due to [brief reason for cancellation, if desired], I am unable to continue with the current payment plan. Please confirm the cancellation of the agreement and let me know if there are any additional actions or paperwork needed from my side.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]