

Utility Contract 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 Customer Service,

I am writing to formally request the cancellation of my utility contract with [Utility Company Name]. My account number is [Account Number].

Due to [brief explanation of reason for cancellation, e.g., relocation, financial reasons], I must terminate my utility services effective [Effective Cancellation Date].

Please confirm the cancellation of my account and any final billing details. Additionally, I would appreciate confirmation of the termination of services in writing.

Thank you for your assistance in this matter.

Sincerely,

[Your Name]