

Cancellation of Utility Recurring Payment Service

[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],

I am writing to formally request the cancellation of my recurring payment service for my utility account (Account Number: [Your Account Number]), effective immediately.

Please consider this letter as my official notification to revoke any automatic deductions from my bank account or credit card associated with the payment of my utility bills.

If there are any final steps I need to complete, or if you require further information, please feel free to contact me at the above phone number or email address.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]