

Cancellation of Optional 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 Name],

I am writing to formally request the cancellation of my optional utility services, specifically [List Optional Services], effective immediately. My account number is [Your Account Number].

Please confirm that these services have been canceled and that no further charges will be applied to my account. I appreciate your attention to this matter.

Thank you for your prompt response.

Sincerely,
[Your Name]