

# Cancellation of Smart Meter Installation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Utility Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Utility Company Name],

I am writing to formally cancel my scheduled smart meter installation originally set for [insert date of installation].

Due to [reason for cancellation], I will not be able to proceed with the installation at this time.

Please confirm the cancellation of my appointment. Thank you for your understanding.

Sincerely,

[Your Name]