

Utility Budget Billing Cancellation Notice

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 [Utility Company Name],

I am writing to formally request the cancellation of my budget billing plan for my utility account, [Account Number]. I would like this cancellation to take effect as of [Effective Date].

Please confirm the cancellation and inform me of any final adjustments that may be necessary.
Thank you for your attention to this matter.

Sincerely,

[Your Name]