

Utility Service Cancellation Confirmation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Customer Service Department

[Utility Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Utility Company Name] Customer Service,

Subject: Confirmation of Utility Service Cancellation for Account #[Account Number]

I am writing to confirm the cancellation of my utility service with account number [Account Number]. As per my request on [Cancellation Request Date], I would like to formally acknowledge the closure of my account effective [Effective Closure Date].

Please ensure that no further charges are applied to my account, and confirm that my account has been successfully closed. If there are any final bills or processes I need to be aware of, kindly inform me at your earliest convenience.

Thank you for your assistance in this matter.

Sincerely,

[Your Name]