

# Utility Service Cancellation Confirmation

Date: [Insert Date]

To: [Client's Name]  
[Client's Business Name]  
[Client's Address]  
[City, State, Zip Code]

Dear [Client's Name],

We are writing to confirm the cancellation of your utility service with [Utility Company Name] for your business account, [Account Number], effective [Cancellation Date].

Please note that any outstanding balances must be settled by the due date of [Due Date]. If you have any questions regarding your final bill or the cancellation process, please do not hesitate to contact our customer service team at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your business, and we wish you all the best in your future endeavors.

Sincerely,

[Your Name]  
[Your Position]  
[Utility Company Name]  
[Company Phone Number]  
[Company Email]