

# Utility Service Cancellation Confirmation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To:

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Subject: Cancellation Confirmation - Change of Ownership

Dear [Utility Company Representative's Name],

This letter is to confirm the cancellation of utility services associated with the property located at [Property Address] due to a change of ownership. The effective cancellation date is [Effective Date].

Please ensure that my final bill is processed and sent to my new address mentioned above.

Thank you for your assistance in this matter. If you need any further information, please do not hesitate to contact me at the phone number or email address listed above.

Sincerely,

[Your Name]