

Utility Service Cancellation Confirmation

Date: [Insert Date]

To,

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Confirmation of Utility Service Cancellation

Dear [Recipient Name],

This letter is to confirm the cancellation of your utility service with [Utility Company Name], effective [Cancellation Date]. Your account number is [Account Number].

As per our records, the cancellation was initiated by you on [Cancellation Request Date]. We have processed your request and your services will cease as of the date mentioned above.

If you are disputing any charges related to your account or have any concerns regarding this cancellation, please do not hesitate to reach out. Our dispute resolution department can be contacted at [Contact Information]. We are committed to ensuring that all concerns are addressed promptly.

Thank you for your previous patronage. We appreciate your understanding in this matter.

Sincerely,

[Your Name]
[Your Position]
[Utility Company Name]
[Company Address]
[City, State, Zip Code]
[Contact Information]