

Utility Service Cancellation Confirmation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Name],

Subject: Confirmation of Utility Service Cancellation and Final Billing Request

I am writing to formally confirm the cancellation of my utility service at the address listed above, effective [Insert Cancellation Date]. Please consider this letter as my written request for the final billing statement for my account number [Insert Account Number].

Kindly ensure that all final charges are accurate, and please send the final bill to my address listed above or via email at [Your Email]. If there are any additional steps required on my part to complete this process, please let me know.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]