

# Utility Service Cancellation Confirmation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Utility Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Utility Company Name],

I am writing to confirm the cancellation of my utility service associated with the account number [Your Account Number]. My service was scheduled to be disconnected on [Disconnection Date] due to my upcoming move from [Old Address] to [New Address].

Please consider this letter as formal confirmation of my request for cancellation. I request that you send me a final bill for any remaining balances at your earliest convenience.

Thank you for your prompt attention to this matter. If you require any further information, please feel free to reach out to me.

Sincerely,

[Your Name]