

# Cancellation Confirmation

Date: [Insert Date]

Dear [Customer's Name],

We would like to confirm the cancellation of your utility service effective [Effective Date]. The cancellation was initiated due to the service interruption reasons we discussed.

If you have any questions or require further assistance, please do not hesitate to contact us at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your understanding.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]

[Your Company Email]