

# Utility Service Cancellation Confirmation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

Dear [Utility Company Name],

This letter is to confirm the cancellation of my utility service account, effective [Cancellation Date], as I have transferred my services to a new address.

Account Number: [Your Account Number]

New Address: [Your New Address]

Please send a final bill to the above address and ensure that my account is closed upon receiving this request. I appreciate your assistance during this transition.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]