

Utility Service Cancellation Confirmation

Date: [Insert Date]

To: [Customer's Name]

[Customer's Address]

[City, State, Zip Code]

Dear [Customer's Name],

We are writing to confirm the cancellation of your utility services with [Utility Company Name] for your account number [Account Number]. This cancellation is effective as of [Effective Date] due to your temporary relocation.

Your final bill will be calculated and sent to your registered address. Please ensure that all outstanding payments are settled by the due date to avoid any additional charges.

If you have any questions or require further assistance, please do not hesitate to contact us at [Contact Information]. We wish you all the best during your relocation.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Utility Company Name]

[Utility Company Contact Information]