

Cancellation Request for Renewable Energy Plan

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date: [Insert Date]

Customer Service
[Company Name]
[Company Address]
City, State, Zip Code

Dear Customer Service,

I am writing to formally request the cancellation of my renewable energy plan with your company, effective immediately. My account number is [Insert Account Number].

While I appreciate the service provided thus far, I have decided to pursue other energy options that better fit my current needs.

Please confirm the cancellation of my plan in writing and ensure that no further charges are incurred to my account.

Thank you for your attention to this matter.

Sincerely,
[Your Name]