

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Utility Company Name]
[Company Address]
[City, State, ZIP Code]

Subject: Cancellation of Electricity Service

Dear [Utility Company Name],

I am writing to formally request the cancellation of my electricity service with your company. My account number is [Your Account Number]. Please consider this letter as my official notice of cancellation, effective [desired cancellation date]. I request that you confirm the cancellation and provide any final billing details.

Thank you for your attention to this matter.

Sincerely,
[Your Name]