

SAMPLE LETTER F

UNL Student
1600 Apple Street, Apt. #5
Lincoln, NE 68510

January 26, 2006

Cosmos Utility Company
1000 Zero St.
Lincoln, NE 68510

RE: Confirmation of Termination of Services for Account Number 1010100

Dear Cosmos Utility Company:

This letter is to confirm my phone call to your company of January 12, 2006, requesting that service to the above address be discontinued as of February 1, 2006. I will be vacating my apartment and I will not need services after that date. Please send my final bill to my new address at 3636 Orange Drive, Lincoln, Nebraska 68510.

Sincerely,
UNL Student