

# Service Cancellation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Service Provider's Name]

[Service Provider's Address]

[City, State, Zip Code]

Dear [Service Provider's Name],

I am writing to formally request the cancellation of my service [insert service type] with account number [insert account number], effective [insert effective cancellation date].

Due to [briefly explain reason for cancellation, if desired], I have decided to terminate my service. Please confirm the cancellation of my account in writing, along with any final details regarding charges or obligations.

Thank you for your attention to this matter. I look forward to your prompt confirmation of the cancellation.

Sincerely,

[Your Name]