

Cancellation of Service

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally cancel my service with [Company Name], effective immediately. My account number is [Account Number].

Unfortunately, I have experienced unsatisfactory service that does not meet my expectations. [Briefly explain the issues you faced, e.g., consistent delays, lack of support, poor quality, etc.].

As a result, I have decided to discontinue my association with your company. Please confirm the cancellation of my service and ensure that no further charges will be made to my account.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]