

Customer Service Resolution

Date: [Insert Date]

Dear [Customer Name],

Thank you for reaching out to us regarding your recent service cancellation request. We understand that this decision was not made lightly.

We want to confirm that your service has been successfully canceled effective [Insert Cancellation Date]. There will be no further charges to your account after this date.

If you have any questions or require assistance with anything else, please feel free to contact our customer service team at [Insert Phone Number] or [Insert Email Address]. We are here to help!

We appreciate your business and hope to serve you again in the future.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]