

Account Cancellation Notification

Dear [Customer Name],

We are writing to confirm the cancellation of your account with [Company Name], effective [Cancellation Date].

We appreciate your business and are sorry to see you go. If you have any questions, please feel free to reach out to our customer service team at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your time with us.

Sincerely,
[Your Name]
[Your Title]
[Company Name]