

Account Cancellation Request

Date: [Insert Date]

To,

[Service Provider's Name]
[Service Provider's Address]
[City, State, ZIP Code]

Dear [Service Provider's Customer Service Team],

I am writing to formally request the cancellation of my subscription account with the username/email: [Insert Username/Email]. My account number is [Insert Account Number].

As per the terms and conditions of your service, I would appreciate it if you could process my cancellation effectively immediately. Please confirm the cancellation and ensure that no further charges are applied to my account.

Thank you for your assistance in this matter.

Sincerely,

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Your Phone Number]
[Your Email Address]