

Service Cancellation Acknowledgment

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

We hereby acknowledge the receipt of your request for cancellation of [Service Name] effective [Cancellation Date].

We confirm that your request has been processed, and all services associated with your account have been successfully canceled. No further payments will be due, and your account will be closed as of the effective cancellation date.

We appreciate your business and hope to serve you again in the future. If you have any questions or require further assistance, please do not hesitate to contact us at [Customer Service Phone Number] or [Customer Service Email].

Thank you for choosing [Your Company Name].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]